



***“School for Life”* Symposium**

"Management of Public Events"

Before

- Decide on a time and date
- Prepare a checklist
- Decide on the event site
- Decide on the event programme
- Work on a budget (estimate costs)
- Get recommendations for entertainment;
- Brainstorming for the name of the event
- Organizing teams
- Define tasks for group work
- Organize a guest list
- Contact the Media for the event coverage
- Prepare invitations
- Collect the materials from the partners
- Get the curriculum from the speakers
- Set menu with caterer for food and beverages
- Prepare the decoration of the venue / table arrangements
- Prepare a Questionnaire for the evaluation of the event
- Make certificates for different kinds of cooperation
- Prepare badges for the staff
- Prepare attendee conference packets (a copy of the program, folders, pens, and so on)
- Prepare audio/visual equipment
- Getting video and music materials for atmosphere preparation
- Secure one volunteer to assist with emergencies
- Check audio/visual/Internet equipment
- Hold final rehearsal

- Define positions
- Go through the checklist points
- Prepare flowers for the speakers

WHILE

- Welcoming the guests
- Offering them folders with materials
- Engaging the audience by means of audio and visual materials
- Playing/ singing the anthem (any official piece of music)
- Opening the symposium
- Introducing the guests
- Presenting the theme and the context of the symposium that led to its organization
- Opening guest speeches
- Introducing the partners
- Presenting the work of each partner – communication on a certain topic

- Coffee break (when considered)

- Interviewing the participants
- Presenting the second part of the symposium
- Handing the attendance certificates
- Offering flowers/gifts to the speakers
- Evaluating the symposium through questionnaires handed around to the public
- Closing the symposium

After (Mini Guide)

- Have a round table to discuss the event
 - Include teachers, parents, students (who attended & those interested)
- SWOT analysis done by the teachers (next week after the festival)
- Writing an article and some essays made by students and publishing them in the school magazine/bulletin boards (2 weeks after the symposium)
- Booklet about the symposium where teachers and students who participated can record their impressions and experiences
- Launching the content of the booklet on the project website by project coordinator
- Photos put on the project corner. Students responsible with monitoring this corner
- Visit of the corner by parents of different classes or schools
- Questionnaires filled by students and parents
- DVDs
- Article to the local media
- Thank you letters to the sponsors
- Collecting and compiling the minutes into the portfolio