



EVENING | 16 months
810 hours

AEC | ONLINE
LCA.DO

With a training in event planning and management, your creativity, your versatility and your ability to work within a team will be put to practice.

In the field of event planning, the team works together with a single common purpose: to ensure that the event is unique and successful! The online Event Planning and Management program is designed for event and communications enthusiasts. Do you enjoy dynamic field work? Do you adapt well to flexible work schedules? This program is perfect for you!

The exciting world of event planning opens its doors to you.

Profile

The Event Coordinator is a resourceful and creative professional who is flexible and works easily with different individuals. Up to date with even the tiniest details, this individual specialises in coordinating resources ensuring the project's successful implementation. This strong communicator can supervise the execution of activities and will react quickly to changes. His role is to ensure that the planning and implementation of the industry's best practices are respected. With experience, the coordinator can access positions such as event planner or manager.

Admission criteria

You must have prior training deemed sufficient and meet the www.lasallecollege.com/futur-students/admission/reglement-admissioncollege admission criteria set by MEES

Please note that the online courseware and virtual class platform are compatible with both Mac and PC systems, but some of the software taught is compatible only with the Windows platform. Students are responsible for ensuring compatibility with the software.





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Program content

Term 1

- Introduction to Event Planning
- Cultures, Etiquette and Protocols
- Event Logistics
- Introduction to Event Production Software

Term 2

- Resource Planning
- Client-Supplier Communications
- Service Contracts and Proposals
- Presenting Project Plans

Term 3

- Observational Project
- Event Marketing
- Professional Portfolio
- Project Management

Term 4

- Website Development
- Event Coordination
- Post-Event Activities
- Human Resources

Length of program: 16 months

20 hours/week of self-guided training, evening virtual classes and individual study time.

This 810-hour program leads to an Attestation of College Studies (AEC) that is accredited by the ministère de l'Éducation et de l'Enseignement supérieur (MEES).

Consult our [self-guided training catalogue](#) if you want to take any of these courses individually (without earning a diploma).

Minimum required equipment

- Computer with 64 bits 3GHz processor or Mac Intel
- Windows 7 or higher; or Mac OS v.10.7 or higher
- Minimum 4 GB of RAM (8 GB of RAM recommended)
- Hard Drive 500GB
- High Speed Internet access
- Internet Browser
- Screen with minimum resolution of 1080 x 900 (1280 x 1024 recommended)
- Sound Card, headphones and microphones
- Application software and peripherals required for the course
- Burner, blank CDs and DVDs
- Flatbed Scanner
- Camera

Please note that certain software may not be compatible on a Mac computer. Students are responsible for verifying their compatibility.

Software and materials are necessary and may incur fees. Your tutor will supply you with a list of required software and instructions on how and where to download them at the best price.

Required materials & software

Software: Microsoft Office Suite, Adobe CS Suite or CC and Freeware Openproject.

Devices: Headphones with integrated microphone.

