



THE
Event School
LONDON

CERTIFICATE

CERTIFICATE IN VENUE MANAGEMENT

**PART-TIME VIRTUAL COURSE
SHORT COURSE IN LONDON**

Our comprehensive introduction to venue management.

Learn the fundamentals of venue management and operations.

A career working with venues offers variety, and exposure to a wide range of events!

**BOOK
ONLINE
NOW!**

www.eventschool.london

COURSE SUMMARY

Managing or supervising venue operations effectively and safely requires professional organisational skills and venue industry knowledge.

Excellent relationship management and communication skills are also key when dealing with the broad range of stakeholders involved in venue operations.

Gaining valuable specialist venue management skills will upgrade your event experience and enhance your career opportunities in the industry.

From venue health and safety to creating a destination that will attract event organisers, associations, sponsors and attendees, learn how to effectively manage event venues.

*Equipping you
for a career in
venue management.*

STUDY OPTIONS

LIVE ONLINE CLASSES

Morning Classes

Afternoon Classes

Evening Classes

Accelerated Classes

LONDON COURSES

5-Day Short Course

QUALIFICATION

Certificate in Venue Management

Awarded by

The Event School London

ANY QUESTIONS?

Contact us with any queries

Email: info@eventschool.london

Office: +44 (0) 203 239 0950

WhatsApp: +44 (0) 7305 309 950



ABOUT THE VENUE INDUSTRY

- The venue industry
- Types of venues and events
- The venue manager
- Venue operational and staffing structures
- Career opportunities within the industry
- Common venue operational and staffing structures

STAKEHOLDER MANAGEMENT

- What is a stakeholder?
- Identifying stakeholders
- Stakeholder Influence

VENUE OPERATIONS MANAGEMENT

- Introduction to Operations Management
- Organisational Culture
- Facility Design
- Quality and Performance
- Volunteer Management

VENUE FACILITIES MANAGEMENT

- Introduction to Facilities Management
- The role of the Facilities Manager
- Venue Maintenance



COURSE CONTENT MODULES & TOPICS

VENUE DESIGN & PLANNING

- The key factors in venue design and planning
- Venue feasibility
- Technological planning
- Venue design trends and enhancing the user's experience

BUDGET MANAGEMENT & COST CONTROL

- The role of finance
- Budget control
- Feasibility study
- Event budgeting

SUPPLIER SOURCING, NEGOTIATIONS AND CONTRACTS

- Supply Chain Management
- Sourcing Suppliers
- Contract Management
- Supplier Negotiations

VENUE EVENT SECURITY

- Security Management
- Essentials of Crowd Management
- Venue Safety

*Shaping the leaders of
tomorrow's venues.*



Our courses encourage innovation from a strong foundation of industry knowledge and expertise.



COURSE CONTENT
MODULES & TOPICS
CONTINUED



EVENT LEGALITIES, HEALTH & SAFETY AND RISK ASSESSMENTS

- Identifying and understanding legalities and permissions that apply to events
- Contingency planning for events
- Health and safety considerations
- Preparing risk assessments

EVENT VENUE MARKETING AND COMMERCIAL OPPORTUNITIES

- Creating a destination that will attract event organisers, associations, sponsors, and attendees.
- Venue marketing strategy & promotions
- Maximising retail and commercial sponsorship opportunities

EVENT & VENUE SUSTAINABILITY

- What is event sustainability?
- Building a sustainable event policy
- Trends in event sustainability

VENUE TECHNOLOGY

- Technology and event venues
- Emerging trends in venue technology

EVENT READINESS

- Preparing for events
- Event simulation
- Next steps



IDEAL FOR LEARNERS WHO

Prefer live teaching (London or virtual classrooms).

Want the opportunity for interaction and discussion.

Will benefit from personalised guidance and mentoring from our venue specialist trainers.

Appreciate the ability to ask questions and receive answers during real-time classes.



THIS LEVEL COURSE IS IDEAL FOR THOSE WHO

- Require foundation skills and knowledge in venue operations and management
- Are seeking to gain specialist venue management skills for career change or progression
- Wish to add a British qualification to their resume or portfolio.



Who should do this course?



ONLINE COURSE

We understand people with busy schedules still value learning with a 'live' expert.

That's why we offer a virtual, '**LIVE ONLINE**' study option.

Plan around your schedule with a choice of either Morning, Afternoon or Evening 'live' classes.

*Dates, fees, content and inclusions are subject to change. Please check our website for the most up to date information

LIVE ONLINE CLASSES



8 weeks



1 x 3-hour class
per week



Taught live by our
industry specialists



Assessment - Venue
Management Research Project
(due 1 month after course completion)



Maximum 10 participants

£875

*COURSE FEES

Book Now!



Regular start dates



Amongst the highest
completion rates for
online training



Session options to suit
a range of work
patterns or time zones



Join our Alumni Group
for industry updates,
volunteering options,
work experience and
job alerts



Interactive and
engaging delivery

STUDY WITH US FROM ANYWHERE IN THE WORLD

ONLINE COURSE HIGHLIGHTS

With our live-classes, delivered through video-conferencing, connect and interact with your course trainer and classmates from all around the globe, creating a vibrant and dynamic learning community.

ONLINE LEARNING WITH LIVE EXPERTS

Our virtual online courses provide the opportunity to work with our experienced trainers who can guide and advise you on achieving your professional goals.

BENEFITS OF ONLINE VIRTUAL 'LIVE' CLASSES

- Live Online Classes
- Taught by Industry Specialists
- Taught in real-time so you can participate in live Q&As and discussions
- Small class sizes mean you won't become lost in a sea of onscreen faces!
- The same Content and Certification as our London courses
- Taught on a reliable and secure online meeting and training platforms



Contact us with any questions or queries about learning online

LONDON COURSE



Face-to-face classes in London



Assessment - Venue Management Research Project (due 1 mth after course completion)



Venues on the ExCel London campus



Closest Station Custom House on the Elizabeth Line or DLR



Need Accommodation? On-site hotels to suit a range of budgets.

£1,350

*COURSE FEES

SHORT COURSE IN LONDON



5 Days
Monday to Friday



10.00am-4.00pm



Each July and November

Book Now!



LONDON COURSE



With so much time now spent online, many of our participants prefer an 'in-real life' learning experience.

That's why we offer evening classes, short course and Saturday course options in London.

*Dates, fees, content and inclusions are subject to change. Please check our website for the most up to date information

SMALL CLASS SIZES, SITE TOURS, INTERACTIVE AND ENGAGING

LONDON COURSE HIGHLIGHTS

EVENT INDUSTRY ENVIRONMENT

Our host training venues are on the ExCeL London campus. Venues include CentreEd at ExCeL and quality conference and meeting facilities at ExCeL's on-site hotels. E.g. Aloft ExCeL London, the Good Hotel and Novotel ExCeL London

SITE TOURS

Our London courses include site tours to prominent event venues and London's venue scene becomes our extended campus. Past tours have included viewing event spaces at:

- ExCeL London
- London Stadium
- Wimbledon
- London Aquatic Centre
- Tower Bridge
- Spencer House & The Dorchester
- The Ritz London, The Savoy, Claridges, The Langham
- Cutty Sark & Queens House
- Sunborn Yacht Hotel
- The Orangery Kensington Palace
- The Crystal Eco-Venue
- Convene 22 Bishops Gate
- The V&A Museum



WORLD CLASS VENUES

Study in one of the world's most famous cities. London is renowned for offering innovative contemporary venues through to traditional classic venues. From modern exhibition centres to castles and world class stadiums, London leads the world in venue operations and management practices.

Contact us with any questions or queries about learning in London



Our student feedback is consistently "excellent"!

For our London courses, that's down to the insights gained on site tours and the calibre of our Course Lecturers, who work hard to make their London classroom environments engaging and interactive.

Our Virtual Courses also receive excellent feedback. Many participants tell us that due to the activities and dynamism of live classes, and being able to interact with classmates and teachers, they felt just like they were in "real" classrooms and loved their virtual experience.



HEAR FROM STUDENTS



TESTIMONIALS

"It's always great to learn from a tutor that is a professional in the field and has great first-hand experience. Rachel's knowledge of the subject throughout the course and ability to connect and communicate with us was excellent."

Hadi - Bahrain

"The course provides a comprehensive insight of all areas involved and gives useful understanding across different industries."

Marely - Switzerland

"Sharing his experience with us was very involving and Mario is passionate about the industry. He was helpful and devoted to offer you his help, contacts and experience."

Miriam - Spain

"I have immensely enjoyed the Venue Management Course and learning from Rachel. She is a true professional with a wealth of knowledge and expertise to share. I look forward to new courses together!"

Ekaterina, Russia



What our students say



PAYMENT PLANS

Visit our [Payment Plan](#) page to learn about payment plan option for part-time courses

Finance Options

ELIGIBLE UK RESIDENTS

Eligible UK residents may be able to spread the cost of their certificate course fees over up to 6 months.

Check your eligibility and find out more.



[LEARN MORE](#)



Nearest station:
Custom House on the
Elizabeth Line or DLR

10 minutes by taxi from London
City Airport or 43 minutes by train
from Heathrow

Parking available on site
at a daily fee

How to Get to ExCeL

VENUES

We use a selection of
venues on the ExCeL
London campus, one of
Europe's premiere event
destinations.

Location: ExCeL London,
Royal Victoria Dock,
London E16 1XL



ACCOMMODATION

Accommodation is available
in a range of on-site hotels

Accommodation arrangements are
the responsibility of course
participants

Find accommodation in London

THE EVENT SCHOOL LONDON ON YOUTUBE

Why not check out our YouTube Channel where you can find information on courses, the latest news, and interviews with Industry Experts, our Team and our Graduates.



GALLERY

We love creating relevant, contemporary, interactive learning and life experiences...both in London and in our Virtual Classrooms. And we love sharing them with you in our galleries.

This is life with students from as close as London, to as far away as Europe, Australia, Africa, Egypt, Brazil, Turkey, India, Bahrain, Saudi Arabia, Canada, Qatar, Puerto Rico, the UAE and The Philippines!



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Please check our website for the most up-to-date information.

Book now using the links below or
contact us via email/telephone to
find out more and secure your place.

Get started today

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LIVE ONLINE CLASSES

BOOK NOW



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