

OACT EVENT MANAGEMENT WORKSHOP  
SATURDAY APRIL 17, 2021.  
Hughes Community Centre, 2 Wisdom Street, Hughes

AGENDA

Please arrive ready to go by 0900

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|-------------|---|
| 0900        | Welcome and Introductions   |
| 0915 – 1030 | Event Organisation in the ACT<br>Things for the controller to look out for.                           |
| 1030 – 1100 | Morning Tea   |
| 1100 – 1200 | Course Planning Strategies<br>Including available course planning software.                           |
| 1200 – 1230 | Event Management Software<br>What is available  |
| 1230 – 1315 | Lunch   |
| 1315 – 1700 | Controlling at Level 1 and Level 2<br>There will be a break for afternoon tea at an appropriate time. |