HOSPI & LOGISTICS TASKS

Task 1:

Compile all the tasks a Hospitality Coordinator has to manage during an event (planning and onsite).

What I'm Expecting:
- Budget Plan for room booking, gifts, vendors, quick cash, etc..
- Proper Event plan with Budget Sheet (max: 15k).
- Process on how you plan the event
- Manage logistics like transport Management, Tracking supplies and equipment, and Managing onsite logistics.
- Scour the internet and find 4 to 5 gifts that you can give to Students at the event. (they should be reasonable and something a college student might need (e.x Disposable Flash Camera). You cant gift a Ninja zx-10r _)

Note: you don't have to contact any vendor or organisation; just build a skeleton plan for a virtual event. (Use prices based on Google or any source you find online { mention the source})

1. Event Planning and Budgeting

Budget Plan (Max: ₹15,000)

1. Room Booking :

Room rental for event

Source: Local college auditorium rental rates

Budget: ₹3,000

2. Gifts :

Small, thoughtful gifts for students

Sources: Online marketplaces like Amazon, Flipkart

Budget: ₹5,000 (₹250 per student for 20 students)

3. Vendors :

   Food and drinks

   Source: Local caterers

   Budget: ₹4,000

4. Quick Cash :

   Miscellaneous expenses (if any)

   Budget: ₹1,000

5. Marketing and Promotion :

   Flyers, social media ads , paper works (will be done by our team)

   Budget: ₹1,000

6. Emergency Fund

   Unexpected expenses

   Budget: ₹1,000

2. Event Plan with Budget Sheet

Event Plan

1. PreEvent Planning :

   We have to define the event objectives and scope.

   Finalize the event date and venue.

   Creating a detailed event schedule makes things easy.

   Coordinate with vendors for food and gifts.

   Develop a marketing plan to promote the event.

2. Budget Sheet

ITEM	DESCRIPTION	BUDGET
Room booking	Auditorium rental	3,000
Gifts	Gifts for students	5,000
Vendors	Catering	4,000
Quick cash	Miscellaneous expenses	1,000
Marketing Promotion	Flyers, ads, paper works	1,000
Emergency Fund	Unexpected expenses	1,000
Total		15,000

3. Event Planning Process

1. Define Event Objectives

   Identify the purpose and goals of the event.

   Determine the target audience and expected number of attendees.

2. Venue Selection

   Research and book a suitable venue.

   Confirm availability and finalize booking.

3. Vendor Coordination

   Identify potential vendors for catering and gifts.

   Request quotes and finalize agreements.

   Ensure timely delivery of services and products.

4. Marketing and Promotion

   Design promotional materials (flyers, social media posts, paper works).

   Distribute promotional materials through appropriate channels.

   Engage with the target audience to increase attendance.

5. Logistics Management

Arrange transportation for attendees and speakers.

Track supplies and equipment to ensure they are in place.

Manage onsite logistics, including setup and teardown.

6. OnSite Management

Coordinate with volunteers and staff to manage the event.

Ensure smooth flow of the event according to the schedule.

Address any issues or emergencies promptly.

7. PostEvent Evaluation

Collect feedback from attendees and stakeholders.

Evaluate the success of the event against objectives.

Document lessons learned for future events.

4. Logistics Management

1. Transport Management

Arrange transportation for attendees, speakers, and staff.

Coordinate pickup and dropoff schedules.

Ensure availability of parking spaces.

2. Tracking Supplies and Equipment

Create a checklist of all necessary supplies and equipment.

Ensure timely procurement and delivery.

Track the usage and return of equipment.

3. Managing On Site Logistics

Oversee the setup and teardown of the venue.

Ensure availability of necessary facilities (e.g., restrooms, seating).

Manage crowd control and attendee movement.

5. Gift Ideas for Students

1. Portable Phone Charger

   Price: ₹600 - ₹1,000

   Source: Amazon India

2. Reusable Water Bottle

   Price: ₹300 - ₹500

   Source: Flipkart

3. Notebook and Pen Set

   Price: ₹200 - ₹400

   Source: Amazon India

4. Bluetooth Earphones

   Price: ₹700 - ₹1,000

   Source: Amazon India

5. Gift Cards (e.g., Amazon, Flipkart)

   Price: ₹500 each

   Source: Amazon India

Sources:

Amazon India: https://www.amazon.in/

Flipkart   : https://www.flipkart.com/

Local caterers and venue rental websites for approximate pricing.

Task 2:

With over 500 students from seven different institutions expected to attend, plus speakers and numerous vendors, TEDx is hosting its final and largest event on campus. Guests from outside and inside IITH are expected. Create a strategy that includes a list of all the problems you anticipate having with the event's logistics (planning).

Focus only on the problems you must tackle; don't worry about the budget.
You can decide on the event's duration, total cost, number of vendors, attendees, and venue. Just be sure to explain your decision.

TEDx Event Logistics Strategy

Event Overview

Duration   :   1 full day (9:00 AM to 6:00 PM)

Venue   : IITH Campus Auditorium and surrounding areas

Attendees: 500 + students, speakers, and vendors

Speakers : 1015 notable speakers from various fields

Vendors   : 1015 vendors for food, merchandise, and services

Guests   : From both inside and outside IITH

Anticipated Problems and Solutions

1. Venue Management :

Problem: Ensuring the venue can accommodate all attendees comfortably.

Solution: Use the main auditorium for keynotes and large sessions.

Utilize nearby halls and open spaces for breakout sessions, workshops, and vendor stalls.

Arrange for additional seating and viewing areas with live streaming if needed.

2. Crowd Control and Security :

Problem: Managing a large crowd and ensuring safety.

Solution: Hire professional security personnel.

Set up clear entry and exit points.

Use wristbands or badges for easy identification of attendees.

Implement crowd control barriers and signs for smooth movement.

3. Transportation and Parking :

Problem: Coordinating transportation for guests and managing parking.

Solution: Arrange shuttle services from key locations.

Designate specific parking areas for attendees, speakers, and vendors.

Hire traffic management personnel to guide and manage parking.

4. Food and Beverage Management :

Problem: Ensuring availability and variety of food and drinks.

Solution: Contract with multiple food vendors to offer diverse options.

Set up water stations and snack points across the venue.

Schedule food breaks to avoid long queues.

5. Equipment and Technical Support :

Problem: Ensuring all technical equipment works smoothly.

Solution: Conduct thorough checks and rehearsals a day before the event.

Have technical support teams on standby.

Arrange backup equipment for critical functions.

6. Speaker Coordination :

Problem: Coordinating the arrival, accommodation, and schedule of speakers.

Solution: Assign a dedicated team member to each speaker.

Provide detailed itineraries and assistance with travel arrangements.

Ensure a comfortable waiting area and timely updates on schedule changes.

7. Emergency Preparedness :

Problem: Handling medical emergencies or unexpected incidents.

Solution: Set up a first aid station with trained medical staff.

Have emergency contacts and evacuation plans in place.

Inform security and volunteers about emergency procedures.

8. Vendor Coordination :

Problem: Managing vendor setup, operations, and compliance.

Solution: Provide vendors with clear setup guidelines and timelines.

Ensure compliance with health and safety regulations.

Assign a point of contact for vendor related issues.

9. Waste Management :

Problem: Managing waste generated during the event.

Solution: Place sufficient waste bins around the venue.

Arrange for regular waste collection and disposal.

Encourage recycling and provide separate bins for recyclables.

10. Communication and Information Dissemination :

Problem: Keeping attendees informed and updated.

Solution: Use a mobile app or website for realtime updates and schedules.

Set up information desks at strategic locations.

Use social media and email for preevent communication.

11. Volunteer Management :

Problem: Coordinating volunteers efficiently.

Solution: Recruit and train volunteers well in advance.

Assign clear roles and responsibilities.

Provide volunteers with necessary resources and support.

12. Accessibility :

Problem: Ensuring the event is accessible to all attendees, including those with disabilities.

Solution: Ensure venues are wheelchair accessible.

Provide sign language interpreters if needed.

Set up seating areas reserved for people with disabilities.

Conclusion :

By anticipating these problems and implementing proactive solutions, the TEDx event can run smoothly, ensuring a positive experience for all attendees, speakers, and vendors. Effective planning, clear communication, and thorough coordination are key to overcome logistical challenges in such a largescale event.