Event Management SYSTEM

**Date**: 02-02-2019

**Guide**: Mr. Jinson Devis

1. **Project Overview?**

Online event management system serves the functionality of an event manager. This system allows only registered users to login and new users are allowed to resister on the application. The project provides most of the basic functionality required for an event. It allows the user to select from a list of event types. Once the user enters an event type eg(Marriage, Baptism etc), the system then allows the user to select the date and time of event, place and the event equipment’s. All this data is logged in the database and the user is given a receipt number for his booking. This data is then sent to the administrator (website owner) and they may interact with the client as per his requirements and his contact data stored in the database.

1. **To what extend the system is proposed for?**

The system is proposed to event managers.

1. **Specify the Viewers/Public which is to be involved in the System?**

Users like people who want to conduct an event or host a party.

1. **List the Modules included in your System?**

* Login
* Book Events
* View Arrangements
* View Equipment's
* Cancel Booking
* Payment
* Select Veneue, Theme

1. **Identify the users in your project?**

* Admin:-

Owner of the organization who is the overall in-charge of the activities take place.

* Users/Customers:-

People come in contact with the organization for organizing events.

* Employees:-

People who work in the organization

1. **Who owns the system?**

Event Manager owns the system

1. **System is related to which firm/industry/organization?**

System is related to Event Management.

1. **Details of person that you have contacted for data collection?**

Doni Sebastian

Rose Events

Tirur - Malappuram - Manjeri Rd,

Nooradi, Down Hill

Malappuram

Kerala 676504

1. **Questionnaire to collect details about the project? (min 10 questions, include descriptive answers, attach additional docs (e.g. Bill receipts, certificate models), if any?)**
2. What is event management?

An event manager manages all the work from behind-the-scenes aspects of the event on the day of making sure that everything is taken good care and all have fall in places.

1. What type of event does the event company offer?

We offer various aspects of the event planning services which includes budgeting, Venue selection, menu planning, preparing the timeline and event design.

1. What type of events does the company specialize in planning?

The Event Company specializes in the planning of corporate and social events. This includes holiday parties, employee appreciation events, fundraisers, galas, conferences or meetings, weddings, birthday parties, bridal or baby showers.

1. What are your favourite aspects of event planning?

Our favourite aspect of planning an event is hearing our client’s dreams of what their event looks like, what they envision and for us to make that dream a reality. We love it when a client walks into the venue for the first time and their eyes light up as they take it all in. Their smile tells us everything…we did our job. We built their dream.

1. How far will you travel for an event?

Since launching the company, we have helped to host events throughout Kerala. We’ll help to host events within the country.

1. Do you work with other professionals?

Yes, we work with so many incredible professionals throughout the area including sales managers of venues, caterers, DJs and musicians, florists etc.

1. Do you charge separately for event services?

Some services come standard and others are priced separately. We can give a basic estimate by looking into your requirements.

1. How early should you start planning an event?

Depending on the event, most will start planning at least 3 months in advance. For large-scale events that involved hundreds or thousands of individuals that span over multiple days, those can take 5+ months to plan. Our team has also planned and hosted intimate celebrations that took only one month to plan. Our advice would be to start as early as possible.

1. What are some general tips or advice that you often give to your clients  
   to help them in their planning?

* Plan ahead.
* Develop a realistic budget.
* Make out your wish list – things that you want to have at your event – certain flowers, a particular DJ, a fun theme, etc.

1. What do you except from the new website?

It should be user-friendly, contains all the details (packages, discounts etc) clearly.