

Project Report Template

1.INTRODUCTION

1.1 Overview

Event management is a process of organizing a professional and focused event, for a particular target audience. It involves visualizing concepts, planning, budgeting, organizing and executing events such as wedding, musical concerts, corporate seminars, exhibitions, birthday celebrations theme parties, etc. Event Management is a multi-million dollar industry, growing rapidly, with events hosted regularly. Surprisingly, there is no formalized research conducted to access the growth of this industry. The industry includes fields such as the MICE (Meetings, Incentives and Events), exhibitions, conferences and seminars as well as live music and sporting events. On the profession side, event management is a glamorous and exciting profession that demands a lot of hard work and dynamism. The logistics side of the industry is paid less than the sales/sponsorship side, though some may say that these are two different industries.

Event management is the application of project management to the creation and development of large scale events. The process of planning and coordinating the event is usually referred to as event planning and which can include budgeting, scheduling, site selection, acquiring necessary permits, coordinating transportation and parking, arranging for speakers or entertainers, arranging decor, event security, catering, coordinating with third party vendors, and emergency plans. The events industry now includes events of all sizes from the Olympics down to business breakfast meetings. Many industries, charitable organizations, and interest groups hold events in order to market themselves, build business relationships, raise money, or celebrate achievement. An event refers to a social gathering or activity, such as a festival.(for example a musical festival), a ceremony for example a marriage) and a party(for example a birthday party). There are mainly 3 types of event management.

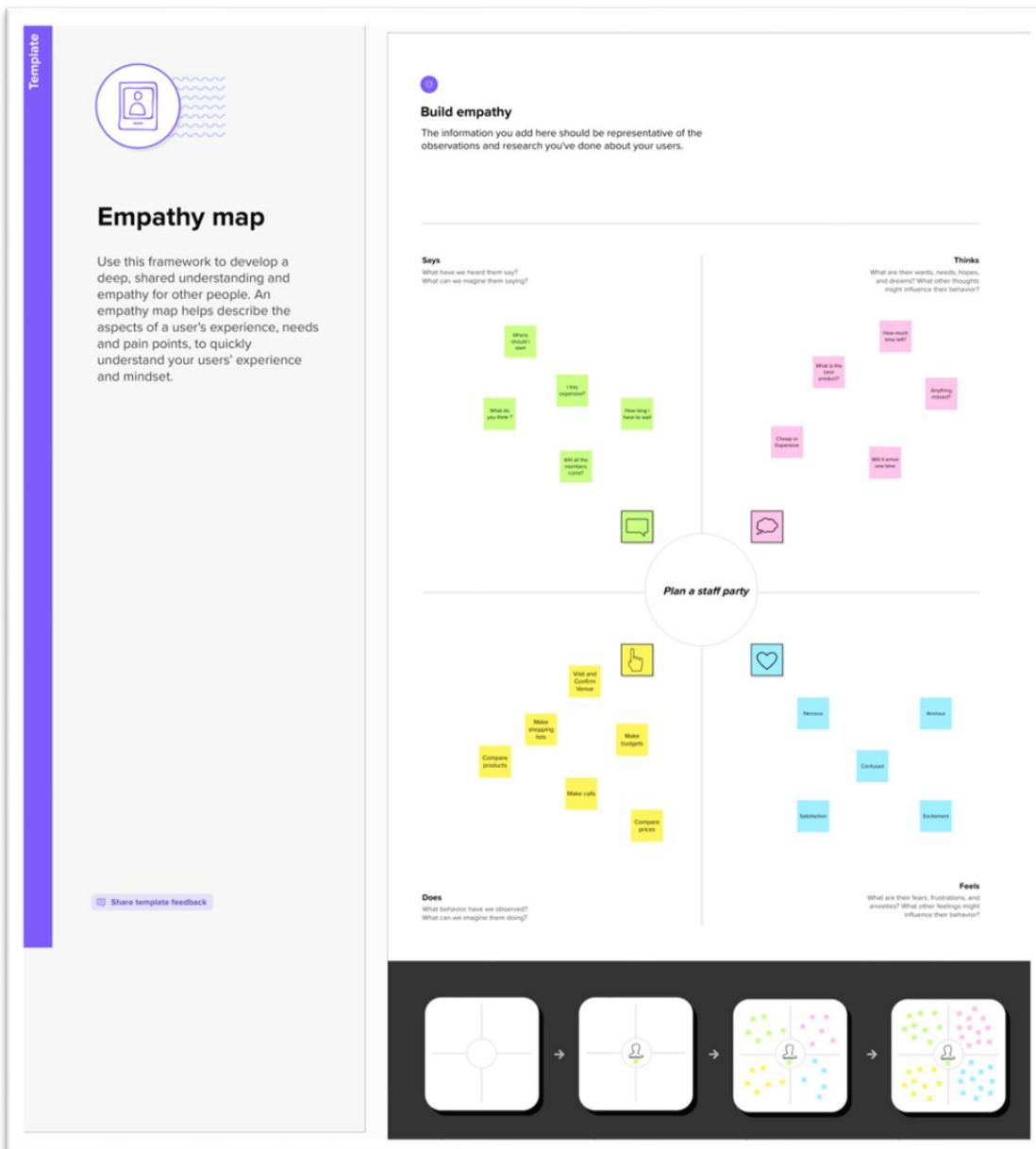
- Corporate Event Management
- Product Launch Event Management
- Special Event Management

1.2 Purpose

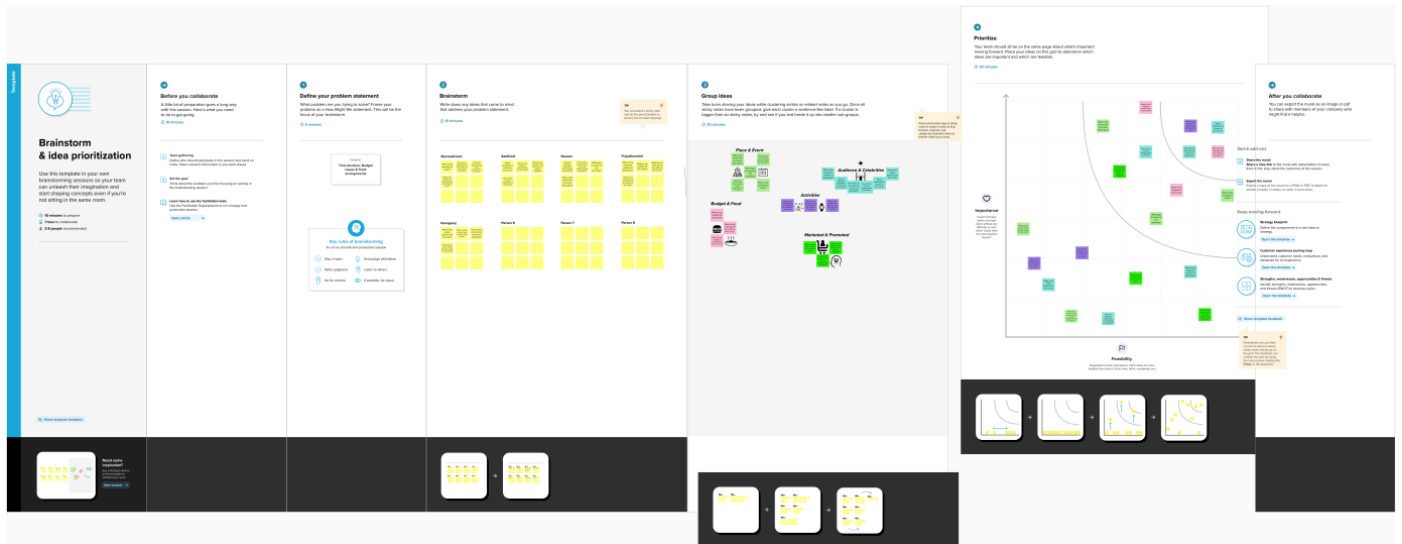
- **Defining the event goals and objectives:** The first step in any event management project is to define the goals and objectives of the event. This includes identifying the target audience, the desired outcomes, and any specific metrics for measuring success.
- **Planning and organizing:** The event planner must create a detailed plan for the event, including logistics, scheduling, budgeting, vendor management, and risk management.
- **Marketing and promotion:** Once the event plan is in place, the next step is to promote the event to the target audience through various marketing channels, such as social media, email marketing, and advertising.
- **Execution and management:** During the event, the event planner must manage all aspects of the event, from coordinating vendors and volunteers to handling any unexpected issues that may arise.
- **Evaluation and feedback:** After the event is over, the event planner must evaluate the success of the event, gather feedback from attendees, and make any necessary adjustments for future events

2.Problem Definitions & Design Thinking

2.1Empathy Map



2.2 Ideation&Brainstorming Map



3.RESULT

3.1 Data Model:

Object name	Fields in the Object	
Event	Field label	Data type
	City	Text
	Start date	Date/time
	End date	Date/time

Attendees	<table><tr><th>Field lable</th><th>Data type</th></tr><tr><td>Id</td><td>Auto Number</td></tr><tr><td>Phone</td><td>Phone</td></tr><tr><td>Email</td><td>Email</td></tr><tr><td>Event Name</td><td>Master-detail relationship</td></tr></table>	Field lable	Data type	Id	Auto Number	Phone	Phone	Email	Email	Event Name	Master-detail relationship		
Field lable	Data type												
Id	Auto Number												
Phone	Phone												
Email	Email												
Event Name	Master-detail relationship												
Speakers	<table><tr><th>Field lable</th><th>Data type</th></tr><tr><td>Bio</td><td>Text Area</td></tr><tr><td>e-mail</td><td>Email</td></tr><tr><td>Event Name</td><td>Look-up Relationship</td></tr></table>	Field lable	Data type	Bio	Text Area	e-mail	Email	Event Name	Look-up Relationship				
Field lable	Data type												
Bio	Text Area												
e-mail	Email												
Event Name	Look-up Relationship												
Vendors	<table><tr><th>Field lable</th><th>Data type</th></tr><tr><td>e-mail</td><td>Email</td></tr><tr><td>Phone</td><td>Phone</td></tr><tr><td>Email</td><td>Email</td></tr><tr><td>Service Provider</td><td>Text as</td></tr><tr><td>Event Name</td><td>Look-up relationship</td></tr></table>	Field lable	Data type	e-mail	Email	Phone	Phone	Email	Email	Service Provider	Text as	Event Name	Look-up relationship
Field lable	Data type												
e-mail	Email												
Phone	Phone												
Email	Email												
Service Provider	Text as												
Event Name	Look-up relationship												

3.2 Activity&screenshot

Creating a Salesforce Development Org:

Developer Edition Signup | Salesforce

developer.salesforce.com/signup

Gmail YouTube Maps News Translate MURAL - Student Home | Salesforce

Build enterprise-quality apps fast to bring your ideas to life

- Build apps fast with drag and drop tools
- Customize your data model with clicks
- Go further with Apex code
- Integrate with anything using powerful APIs
- Stay protected with enterprise-grade security
- Customize UI with clicks or any leading-edge web framework

Sign up for your Salesforce Developer Edition
A full-featured copy of the Platform, for free

Complete the form to start your free trial. Our team will be in touch to help you make the most of your trial.

First Name*
Your first name

Last Name*
Your last name

Email*
Your email address

Role*
Your job role

Company*
Company Name

Country/Region*
Select Country/Region

Postal Code*
Your postal code

Username*
[jane@company.sandbox]

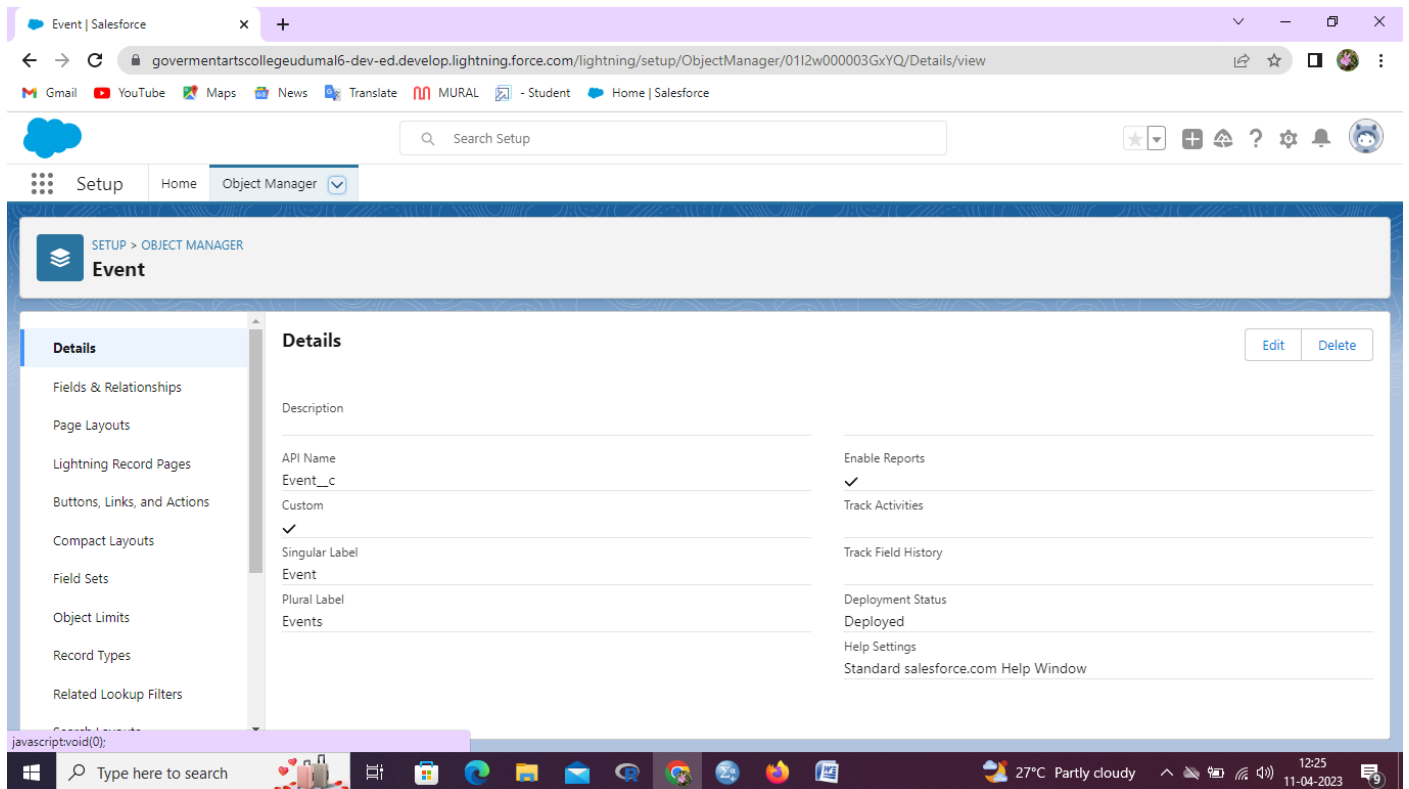
Your username must be in the form of an email address (it does not have to be real). It must be unique and cannot be associated with another Salesforce login credential. [Read more about username recommendations.](#)

☐ I agree to the Main Services Agreement – Developer Services and Salesforce Program Agreement.

Windows taskbar: Type here to search, Earnings upcoming, 23:38, 11-04-2023

1. Go to developers.salesforce.com
 2. Click on sign up.
 3. On the sign-up form, enter the following details:
 1. First name & Last name
 2. Email
 3. Role: Developer
 4. Company: College Name
 5. County: India
 6. Postal Code: pin code
 7. Username: should be a combination of your name and company
- This need not be an actual email id, you can give anything in the format:
username@organization.com

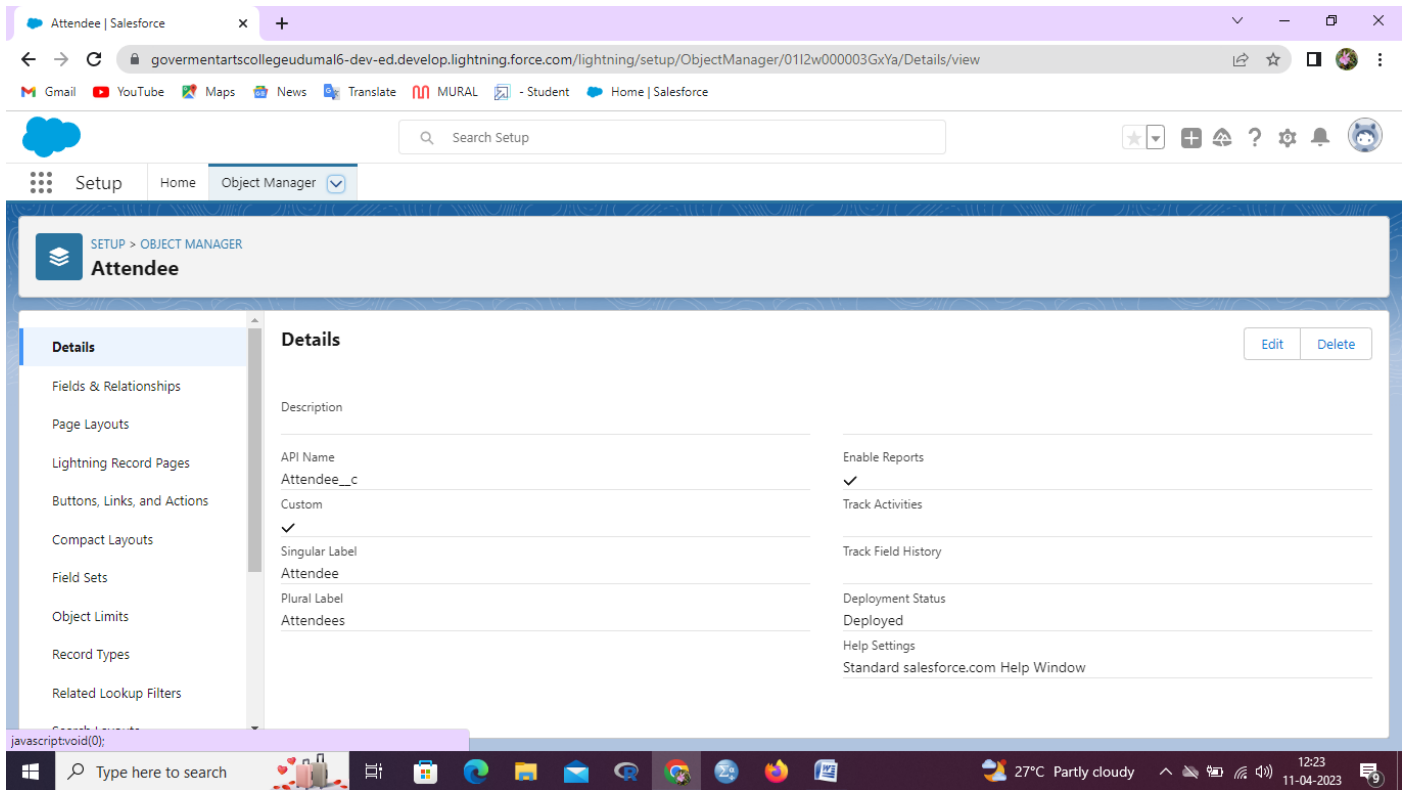
Creation of Objects for Event Management:



1. Click on the gear icon and then select Setup
2. Click on the object manager tab just beside the home tab
3. After the above steps, have a look on the extreme right you will find a Create Dropdown click on that and select Custom Object.
 - On the Custom Object Definition page, create the object as follows:
 - Label: Event
 - Plural Label: Events
 - Record Name: Event Name
 - Check the Allow Reports checkbox
 - Check the Allow Search checkbox
 - Click Save

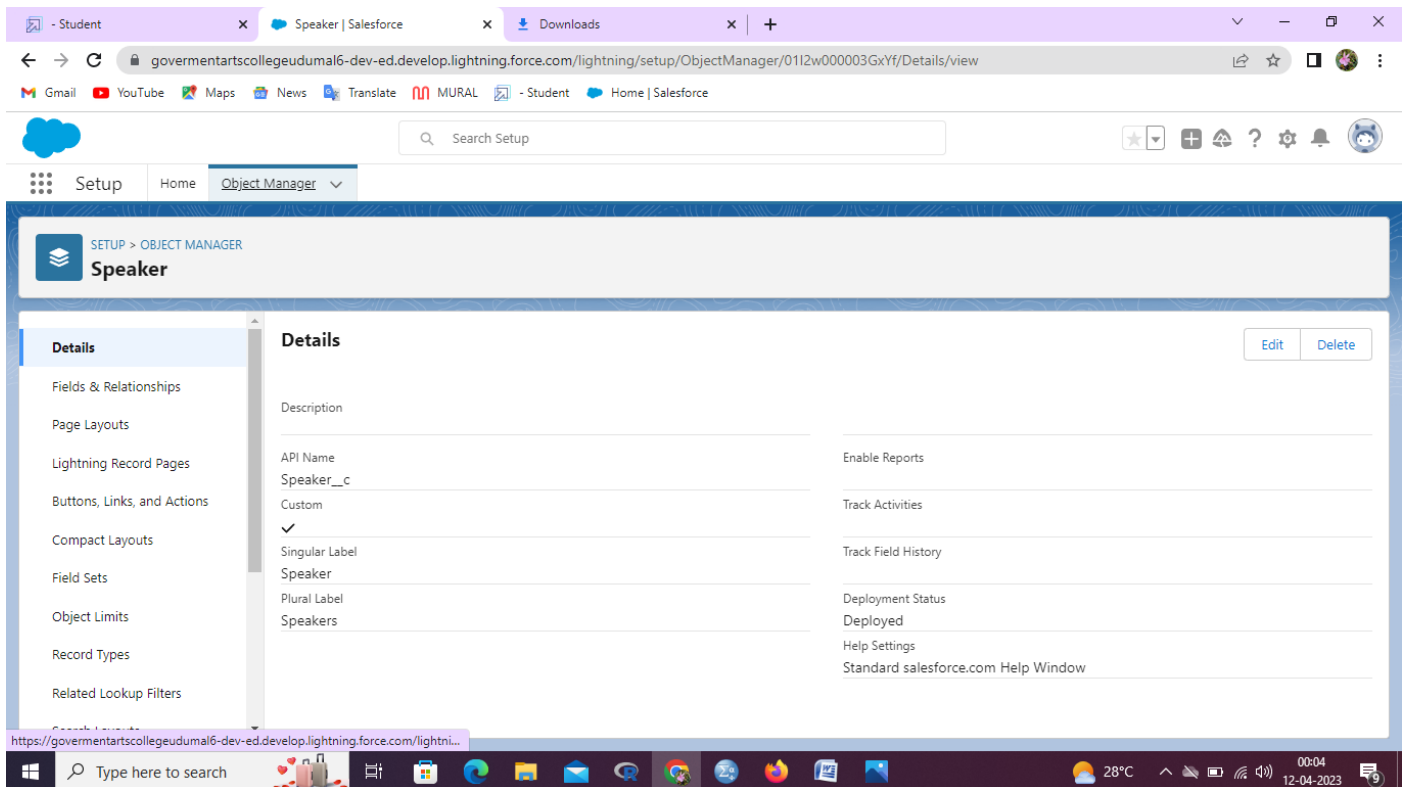
Object:

Creation of Attendees object:



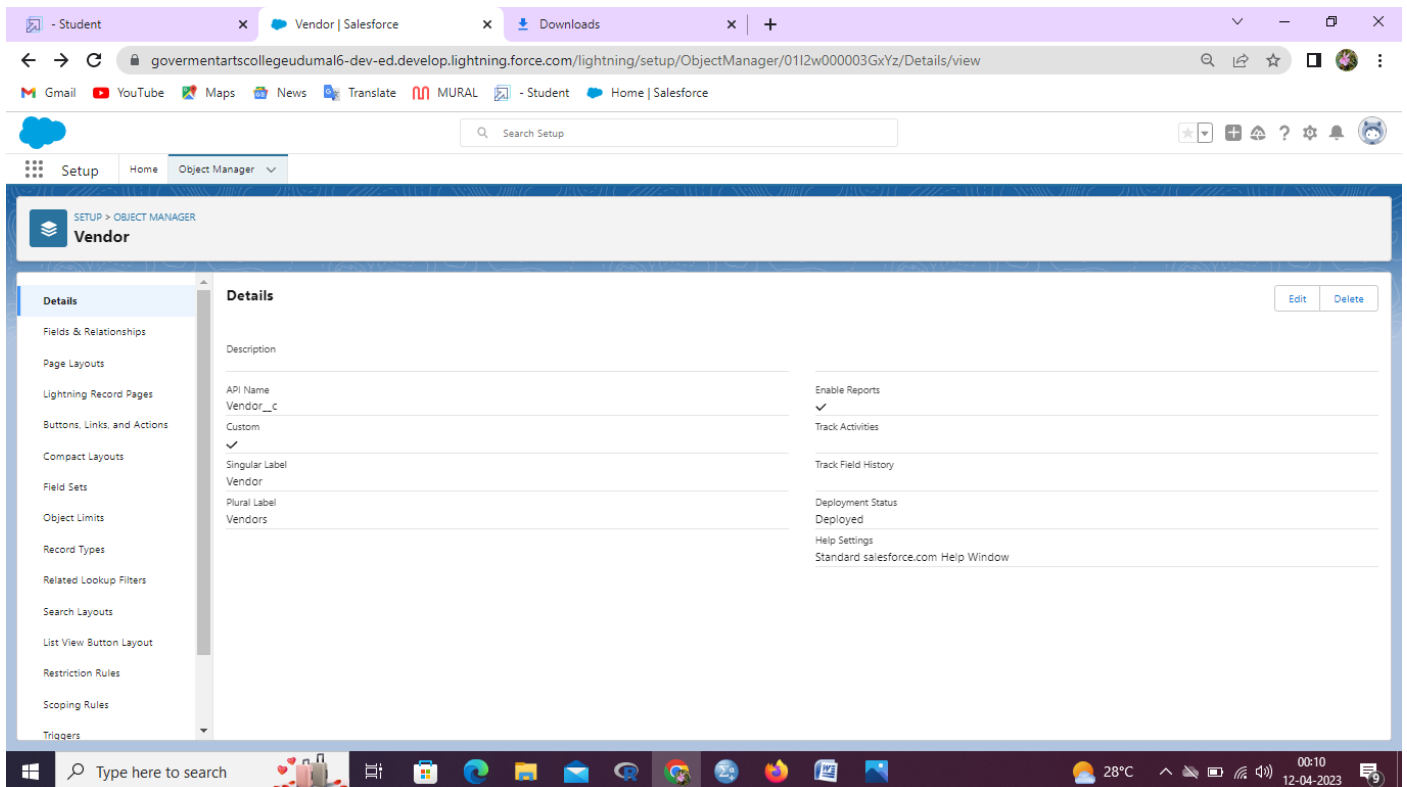
1. Click on the gear icon and then select Setup.
2. Click on the object manager tab just beside the home tab.
3. After the above steps, have a look on the extreme right you will find a Create Dropdown click on that and select Custom Object.
 - a. On the Custom Object Definition page, create the object as follows:
 - b. Label: Attendee
 - c. Plural Label: Attendees
 - d. Record Name: Attendee Name
 - e. Check the Allow Reports checkbox
 - f. Check the Allow Search checkbox
 - g. Click Save.

Creation of Speaker object:



1. Click on the gear icon and then select Setup.
2. Click on the object manager tab just beside the home tab.
3. After the above steps, have a look on the extreme right you will find a Create Drop down click on that and select Custom Object.
 - a. On the Custom Object Definition page, create the object as follows:
 - b. Label: Speaker
 - c. Plural Label: Speakers
 - d. Record Name: Speaker Name
 - e. Check the Allow Reports checkbox
 - f. Check the Allow Search checkbox
 - g. Click Save.

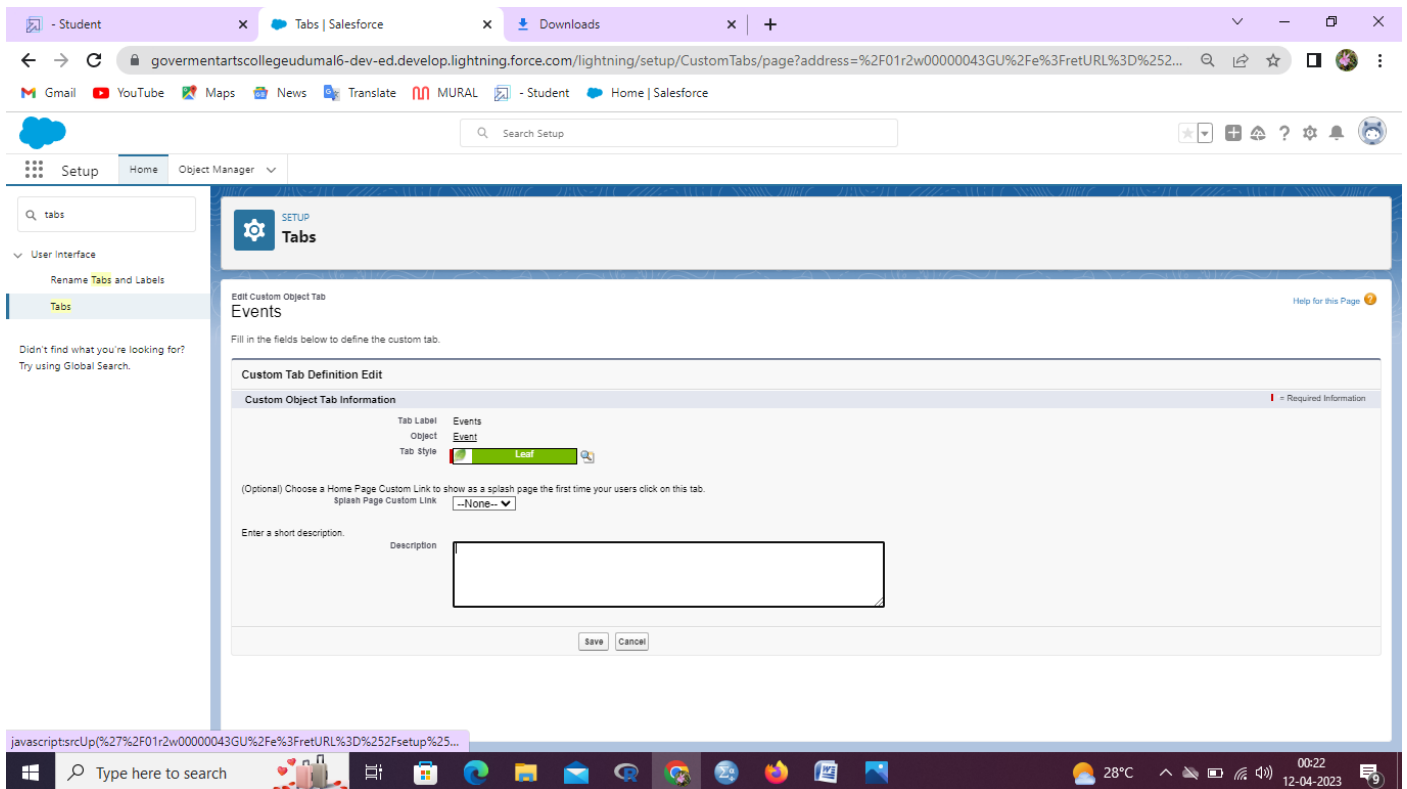
Creation of Vendors object:



1. Click on the gear icon and then select Setup.
2. Click on the object manager tab just beside the home tab.
3. After the above steps, have a look on the extreme right you will find a Create Dropdown click on that and select Custom Object.
 - a. On the Custom Object Definition page, create the object as follows:
 - b. Label: Vendor
 - c. Plural Label: Vendors
 - d. Record Name: Vendor Name
 - e. Check the Allow Reports checkbox
 - f. Check the Allow Search checkbox
 - g. Click Save.

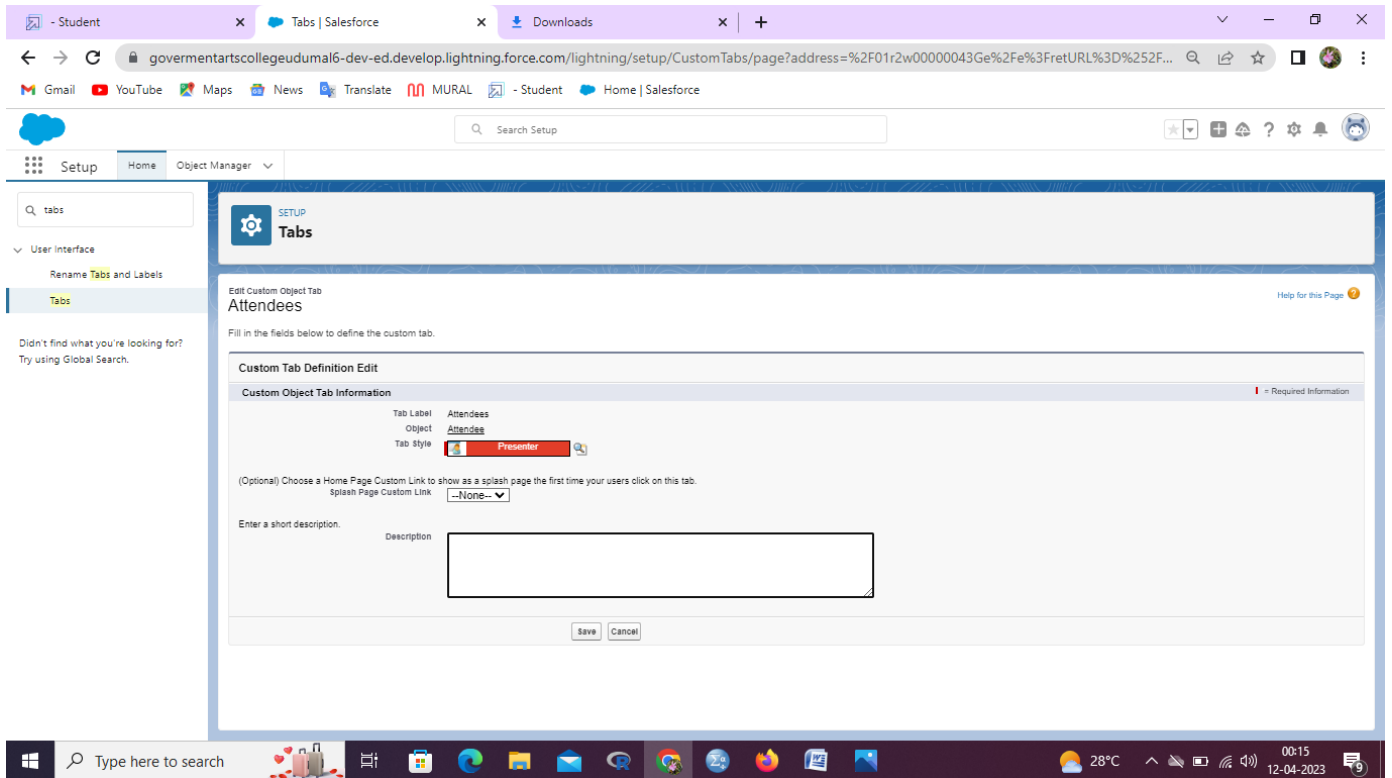
TABS

Creation of Event tab:



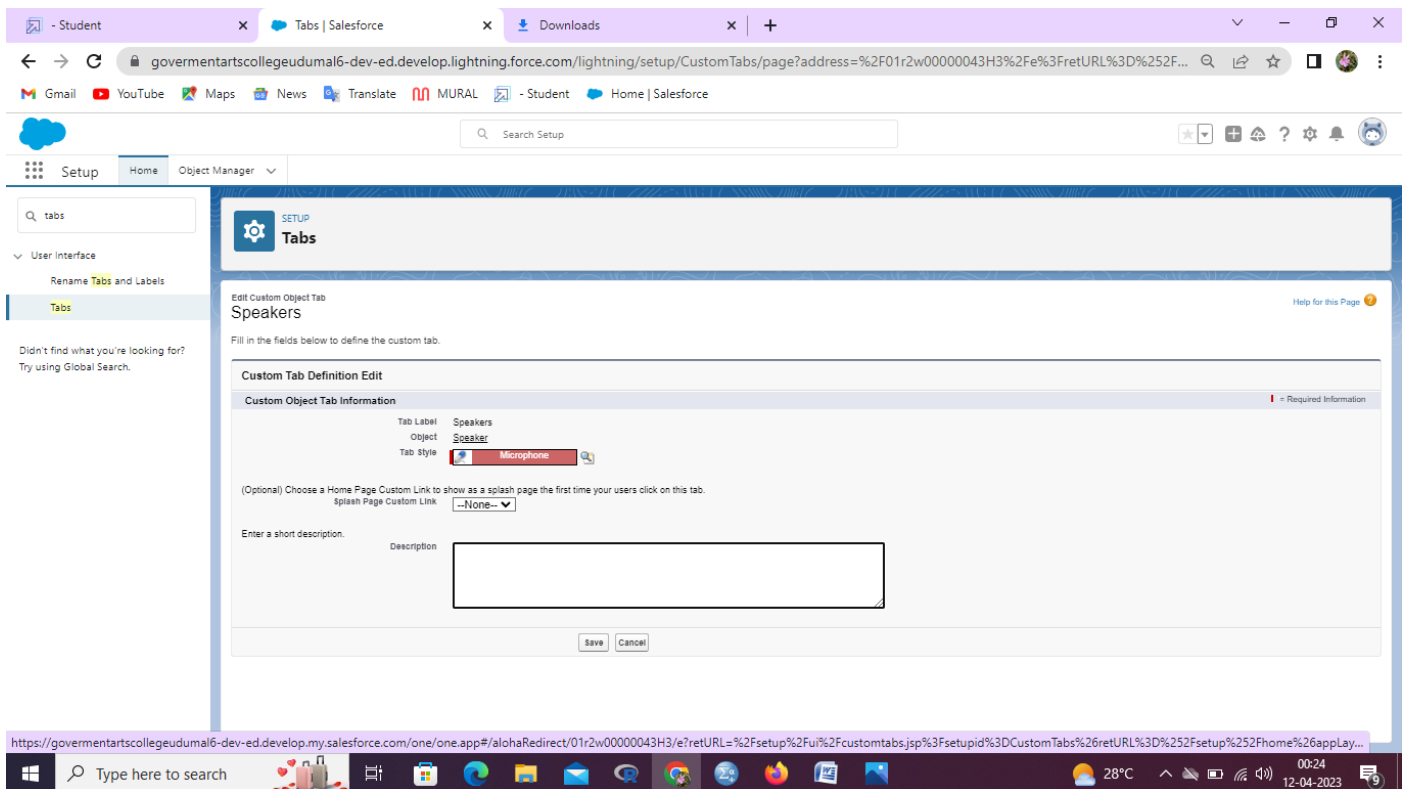
1. Click on Home tab, enter Tabs in Quick Find and select Tabs.
2. Under custom object tabs, click New.
3. For Object, select Event.
4. For Tab Style, select any icon.
5. Leave all defaults as is. Click Next, Next, and Save.

Creation of attendees tab:



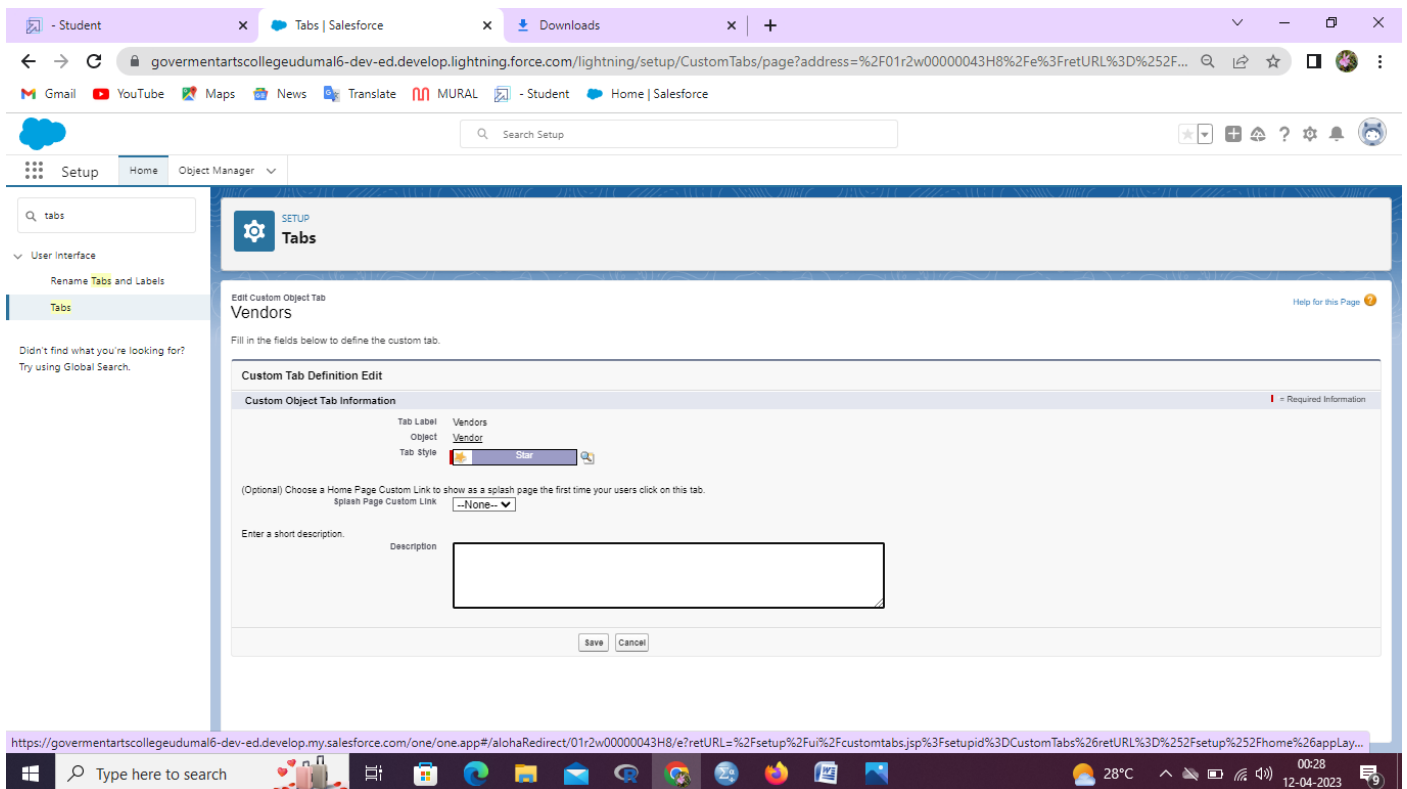
1. Click on Home tab, enter Tabs in Quick Find and select Tabs.
2. Under custom object tabs, click New.
3. For Object, select Attendee.
4. For Tab Style, select any icon.
5. Leave all defaults as is. Click Next, Next, and Save

Creation of Speaker tab:



1. Click on Home tab, enter Tabs in Quick Find and select Tabs.
2. Under custom object tabs, click New.
3. For Object, select Speaker.
4. For Tab Style, select any icon.
5. Leave all defaults as is. Click Next, Next, and Save.

Vendor tab:



1. Click on Home tab, enter Tabs in Quick Find and select Tabs.
2. Under custom object tabs, click New.
3. For Object, select Vendor.
4. For Tab Style, select any icon.
5. Leave all defaults as is. Click Next, Next, and Save.

Application:

Create the management Construction app

The screenshot shows the Salesforce App Manager interface. The left sidebar contains a navigation menu with options like Setup, Home, and Object Manager. The main content area displays a table of installed apps, sorted by App Name. The table includes columns for App Name, Developer Name, Description, Last Modified, App Type, and Visibility. The 'Event Management' app is highlighted in the list.

	App Name ↑	Developer Name	Description	Last Modified ...	Ap...	Vi...
1	All Tabs	AllTabSet		14/03/2023, 1:13 pm	Classic	
2	Analytics Studio	Insights	Build CRM Analytics dashboards and apps	14/03/2023, 1:13 pm	Classic	✓
3	App Launcher	AppLauncher	App Launcher tabs	14/03/2023, 1:13 pm	Classic	✓
4	Bolt Solutions	LightningBolt	Discover and manage business solutions designed for your i...	14/03/2023, 1:15 pm	Lightning	✓
5	Community	Community	Salesforce CRM Communities	14/03/2023, 1:13 pm	Classic	✓
6	Content	Content	Salesforce CRM Content	14/03/2023, 1:13 pm	Classic	✓
7	Data Manager	DataManager	Use Data Manager to view limits, monitor usage, and manag...	14/03/2023, 1:13 pm	Lightning	✓
8	Digital Experiences	SalesforceCMS	Manage content and media for all of your sites.	14/03/2023, 1:13 pm	Lightning	✓
9	Event Mangement	Event_Mangement		22/03/2023, 10:37 am	Lightning	✓
10	Lightning Usage App	LightningInstrumentation	View Adoption and Usage Metrics for Lightning Experience	14/03/2023, 1:13 pm	Lightning	✓

- From Setup, enter App Manager in the Quick Find and select App Manager
- Click New Lightning App. Enter Event Management as the App Name, then click Next
- Under App Options, leave the default selections and click Next.
- Under Utility Items, leave as is and click Next.
- From Available Items, select Events, Attendees, speakers, vendors, Reports, and Dashboards and move them to Selected Items. Click Next.
- From Available Profiles, select System Administrator and move it to Selected Profiles. Click Save & Finish.
- To verify your changes, click the App Launcher, type School Management and select the School Management app.
 1. App Launcher-Displays available apps.
 2. App Name-Displays the current selected app.
 3. Navigation menu-Displays the tabs available inside the app.

Fields:

Creation of fields for the Event objects:

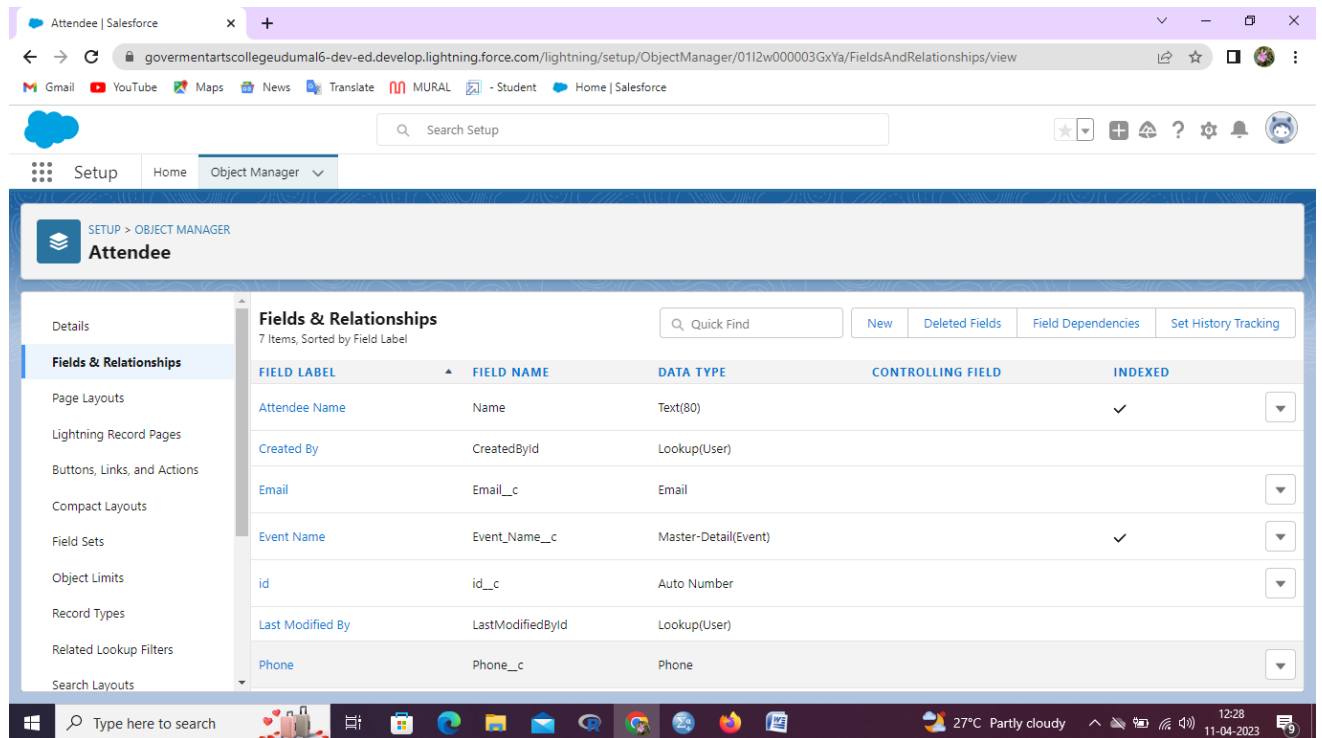
The screenshot shows the Salesforce Setup interface. The breadcrumb trail is **SETUP > OBJECT MANAGER**. The main heading is **Event**. The left sidebar contains a navigation menu with the following items: Details, Fields & Relationships (selected), Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, and Search Layouts. The main content area is titled **Fields & Relationships** and shows 7 items, sorted by Field Label. At the top right of this section are buttons for **New**, **Deleted Fields**, **Field Dependencies**, and **Set History Tracking**. Below these buttons is a table with the following columns: FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The table contains the following data:

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
City	City__c	Text(50)		
Created By	CreatedById	Lookup(User)		
End Date	End_Date__c	Date/Time		
Event Name	Name	Text(80)		✓
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Start Date	Start_Date__c	Date/Time		

The Windows taskbar at the bottom shows the search bar, taskbar icons, system tray with weather (27°C Partly cloudy), and date/time (12:27 11-04-2023).

1. Click the gear icon and select Setup. This launches Setup in a new tab.
2. Click the Object Manager tab next to Home.
3. Select Event.
4. Select Fields & Relationships from the left navigation, and click New
5. Select the Text as the Data Type, then click Next
6. For Field Label, enter City.
7. Click Next, Next, then Save & New.
 1. Select the Date/time as the Data Type, then click Next.
 2. For Field Label, enter Start Date.
 3. Check the required check box.
 4. Click Next, Next, then Save & New.
 5. Similarly create a End Date field also

Creation of fields for the Attendees objects:



1. Select the Auto number as the Data Type, then click Next.
2. For Field Label, enter Id.
3. Click Next, Next, then Save & New
4. Select the phone as the Data Type, then click Next.
5. For Field Label, Phone.
6. Click Next, Next, then Save & New.
7. Select the Email as the Data Type, then click Next.
8. For Field Label, enter Email.
9. Click Next, Next, then Save & New.

Let's create a master-detail relationship with Event object

1. Select master-detail Relationship as the Data Type and click Next.
2. For Related to, enter Event.
3. Click Next.
4. For Field Label, Event Name.
5. Click Next, Next, Next and Save.

Creation of fields for the Speakers objects:

The screenshot shows the Salesforce Setup interface for the 'Speaker' object. The 'Fields & Relationships' section is active, displaying a list of 7 fields. The fields are sorted by Field Label. The table below represents the data shown in the screenshot:

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Bio	Bio__c	Text Area(255)		
Created By	CreatedById	Lookup(User)		
e-mail	e_mail__c	Email		
Event Name	Event_Name__c	Lookup(Event)		✓
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Speaker Name	Name	Text(80)		✓

1. Select the Text Area as the Data Type, then click Next.
 2. For Field Label, enter Bio.
 3. Click Next, Next, then Save & New.
 4. Select the Email as the Data Type, then click Next.
 5. For Field Label, e-mail.
 6. Click Next, Next, then Save & New
- Let's create a Look-up relationship with Event object
1. Select Look-up Relationship as the Data Type and click Next.
 2. For Related to, enter Event.
 3. Click Next.
 4. For Field Label, Event Name.
 5. Click Next, Next, Next and Save.

Creation of fields for the Vendors objects:

The screenshot shows the Salesforce Object Manager interface for the 'Vendor' object. The left sidebar contains a navigation menu with options: Details, Fields & Relationships (selected), Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, and Search Layouts. The main content area is titled 'Fields & Relationships' and shows a list of 9 items, sorted by Field Label. The table below lists the fields:

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
e-mail	e_mail__c	Email		
Email	Email__c	Email		
Event Name	Event_Name__c	Lookup(Event)		✓
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Phone	Phone__c	Phone		

1. Select the Email as the Data Type, then click Next.
2. For Field Label, e-mail.
3. Click Next, Next, then Save & New.
4. Select the phone as the Data Type, then click Next.
5. For Field Label, Phone.
6. Click Next, Next, then Save & New.
7. Select the Email as the Data Type, then click Next.
8. For Field Label, e-mail.
9. Click Next, Next, then Save & New
10. Select the Text as the Data Type, then click Next.
11. For Field Label, enter Service Provider.
12. Click Next, Next, then Save & New.
13. Select Look-up Relationship as the Data Type and click Next.
14. For Related to, enter Event.
15. Click Next.
16. For Field Label, Event Name.
17. Click Next, Next, Next and Save.

Profile:

Creation on profile:

Event user profile:

The screenshot displays the Salesforce Setup interface for the 'Event User Profile'. The browser address bar shows the URL: `governmentartscollegeudumal6-dev-ed.develop.lightning.force.com/lightning/setup/EnhancedProfiles/page?address=%2F00e2w000000GwqJ`. The left sidebar contains a search bar with 'profile' entered and a list of items including 'Users' and 'Profiles'. The main content area is titled 'Event User Profile' and includes a description: 'Users with this profile have the permissions and page layouts listed below. Administrators can change a user's profile by editing that user's personal information. If your organization uses Record Types, use the Edit links in the Record Type Settings section below to make one or more record types available to users with this profile.'

Below the description, there is a list of enabled features: [Login IP Ranges](#), [Enabled Apex Class Access](#), [Enabled Visualforce Page Access](#), [Enabled External Data Source Access](#), [Enabled Named Credential Access](#), [Enabled Custom Metadata Type Access](#), [Enabled Custom Setting Definitions Access](#), [Enabled Flow Access](#), [Enabled Service Presence Status Access](#), and [Enabled Custom Permissions](#).

The 'Profile Detail' section includes buttons for 'Edit', 'Clone', 'Delete', and 'View Users'. It contains the following information:

Name	Event User Profile
User License	Salesforce
Description	
Created By	MANOSELVAM M. 24/03/2023, 12:52 pm
Modified By	MANOSELVAM M. 24/03/2023, 12:58 pm

The 'Page Layouts' section shows the following assignments:

Standard Object Layouts	Global	Object Milestone
Global Layout	View Assignment	Object Milestone Layout
Email Application	Not Assigned	Operating Hours Layout
Operating Hours	View Assignment	View Assignment
Opportunity	Opportunity Layout	

- 1.From Setup enter Profiles in the Quick Find box, and select Profiles.
2. From the list of profiles, find Standard User.
3. Click Clone.
4. For Profile Name, enter Event user profile.
5. Click Save.
6. While still on the Event profile page, then click Edit
7. Scroll down to Custom Object Permissions and Give view all access permissions to the Attendees, speakers and vendors

Vendors user profile:

The screenshot shows the Salesforce Setup interface for the 'Event Vendors Profile'. The left sidebar contains a search bar with 'profile' entered and a list of navigation items: Users, Profiles, and a message 'Didn't find what you're looking for? Try using Global Search.' The main content area is titled 'Event Vendors Profile' and includes a 'Help for this Page' link. Below the title, there is a description of the profile and a list of enabled permissions. The 'Profile Detail' section shows the profile name 'Event Vendors Profile', user license 'Salesforce', and a 'Custom Profile' checkbox that is checked. The 'Page Layouts' section shows the standard object layouts for Global, Object Milestone, and Operating Hours, each with a 'View Assignment' link. The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the date and time.

Profiles | Salesforce

governmentartscollegeudmal6-dev-ed.develop.lightning.force.com/lightning/setup/EnhancedProfiles/page?address=%2F00e2w000000Gwr7

Search Setup

Setup Home Object Manager

profile

Users

Profiles

Didn't find what you're looking for? Try using Global Search.

Profile

Event Vendors Profile

Users with this profile have the permissions and page layouts listed below. Administrators can change a user's profile by editing that user's personal information.

If your organization uses Record Types, use the Edit links in the Record Type Settings section below to make one or more record types available to users with this profile.

Login IP Ranges [0] | Enabled Apex Class Access [0] | Enabled Visualforce Page Access [0] | Enabled External Data Source Access [0] | Enabled Named Credential Access [0] | Enabled Custom Metadata Type Access [0] | Enabled Custom Setting Definitions Access [0] | Enabled Flow Access [0] | Enabled Service Presence Status Access [0] | Enabled Custom Permissions [0]

Profile Detail

Edit Clone Delete View Users

Name	Event Vendors Profile
User License	Salesforce
Description	
Created By	MANOSELVAM M. 24/03/2023, 1:03 pm
Modified By	MANOSELVAM M. 24/03/2023, 1:04 pm

Custom Profile ☒

Page Layouts

Standard Object Layouts		
Global	Global Layout [View Assignment]	Object Milestone Object Milestone Layout [View Assignment]
Email Application	Not Assigned [View Assignment]	Operating Hours Operating Hours Layout [View Assignment]
OS Default	OS Default	OS Default

Create a profile with the profile name as “Event vendors profile”.

1. From Setup enter Profiles in the Quick Find box, and select Profiles.
2. From the list of profiles, find Standard User.
3. Click Clone.
4. For Profile Name, enter Event vendors profile.
5. Click Save.
6. While still on the Event profile page, then click Edit.
7. Scroll down to Custom Object Permissions and Give view all access permissions to the Attendees, speakers and vendors

User:

Creating a User:

The screenshot shows the Salesforce Setup interface. On the left, the 'Users' link is selected under 'User Management Settings'. The main content area is titled 'User Edit: Mano Selvam'. The 'General Information' section contains the following fields:

Field	Value
First Name	Mano
Last Name	Selvam
Alias	Manoj
Email	manoj7639234549@gmail.com
Username	manoselvam@thesmartbridge.com
Nickname	Manoj
Title	
Company	
Department	
Division	
Role	<None Specified>
User License	Salesforce
Profile	Event User Profile
Active	<input type="checkbox"/>
Marketing User	<input type="checkbox"/>
Offline User	<input type="checkbox"/>
Knowledge User	<input type="checkbox"/>
Flow User	<input type="checkbox"/>
Service Cloud User	<input type="checkbox"/>
Site.com Contributor User	<input type="checkbox"/>
Site.com Publisher User	<input type="checkbox"/>

Buttons at the top of the form include 'Save', 'Save & New', and 'Cancel'. A red bar indicates required information.

From setup type “users” in quick find and select users, then click New User

- First Name: Manoj
- Last Name: Selvam
- Alias: Manoj
- Email: manoj7639234549@gmail.com
- Username: manoj@thesmartbridge.com
- Nickname: manoj
- Role: leave it as default
- User License: Salesforce
- Profile: Event User Profile

Event vendors profile:

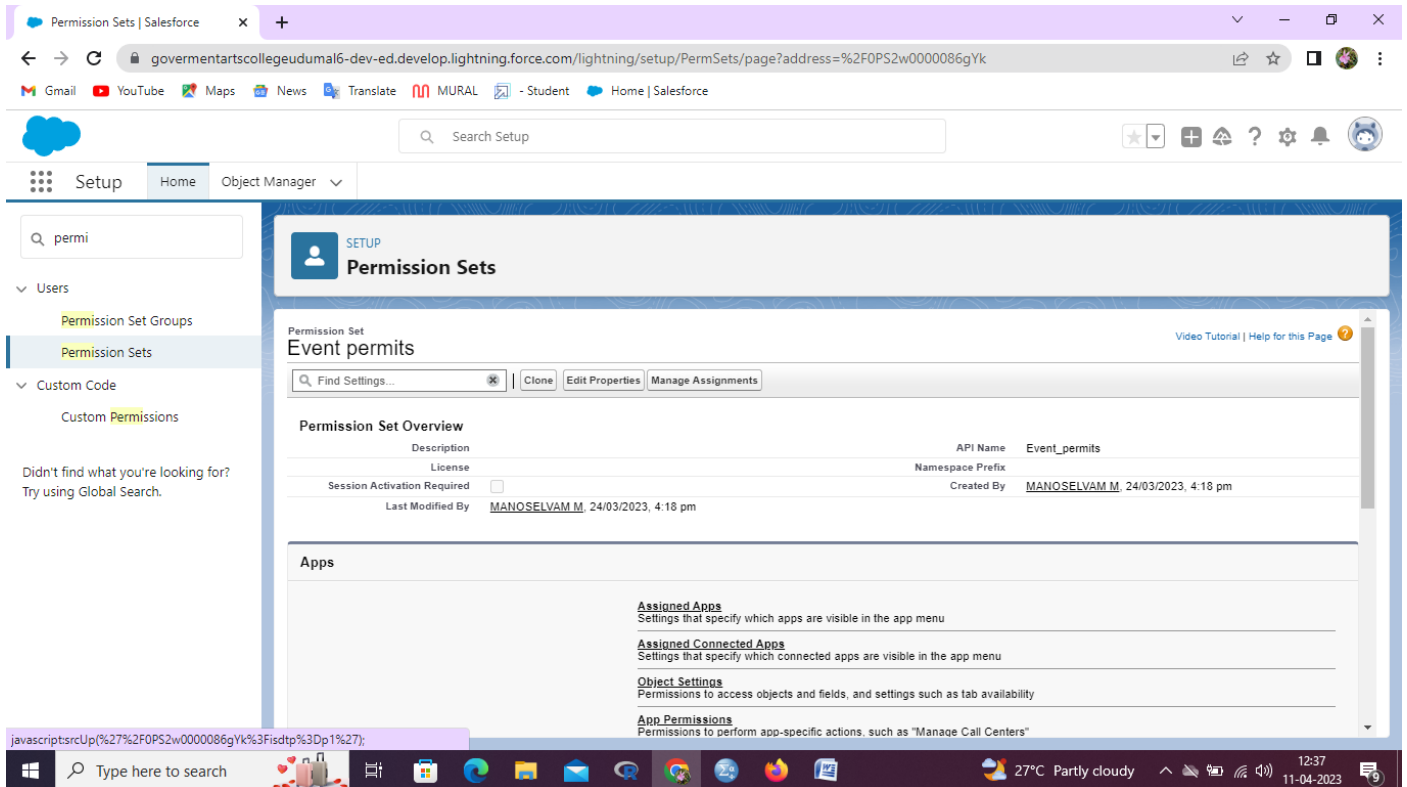
The screenshot shows the Salesforce 'Users' management interface. The left sidebar contains navigation links: Setup, Home, Object Manager, and a search bar. The main content area is titled 'User Edit' and shows the details for a user named 'Sakthivel S'. The form is divided into two columns. The left column contains fields for First Name, Last Name, Alias, Email, Username, Nickname, Title, Company, Department, and Division. The right column contains fields for Role, User License, Profile, and a list of checkboxes for various user types (Marketing User, Offline User, Knowledge User, Flow User, Service Cloud User, Site.com Contributor User, Site.com Publisher User). The 'Active' checkbox is checked. The 'Role' is set to '<None Specified>', 'User License' is 'Salesforce', and 'Profile' is 'Event Vendors Profile'.

General Information	
First Name	Sakthivel
Last Name	S
Alias	ss
Email	sakthivelsenthilkumar05@gn
Username	sakthivel@thesmartbridge.cc
Nickname	sakthi
Title	
Company	
Department	
Division	
Role	<None Specified>
User License	Salesforce
Profile	Event Vendors Profile
Active	<input checked="" type="checkbox"/>
Marketing User	<input type="checkbox"/>
Offline User	<input type="checkbox"/>
Knowledge User	<input type="checkbox"/>
Flow User	<input type="checkbox"/>
Service Cloud User	<input type="checkbox"/>
Site.com Contributor User	<input type="checkbox"/>
Site.com Publisher User	<input type="checkbox"/>

- First Name: Sakthivel
- Last Name: s
- Alias: ss
- Email: sakthivelsenthilkumar05@gmail.com
- Username: sakthivel@thesmartbridge.com
- Nickname: sakthi
- Role: leave it as default
- User License: Salesforce
- Profile: Event vendors profile.

Permission sets:

Creating a Permission Set:

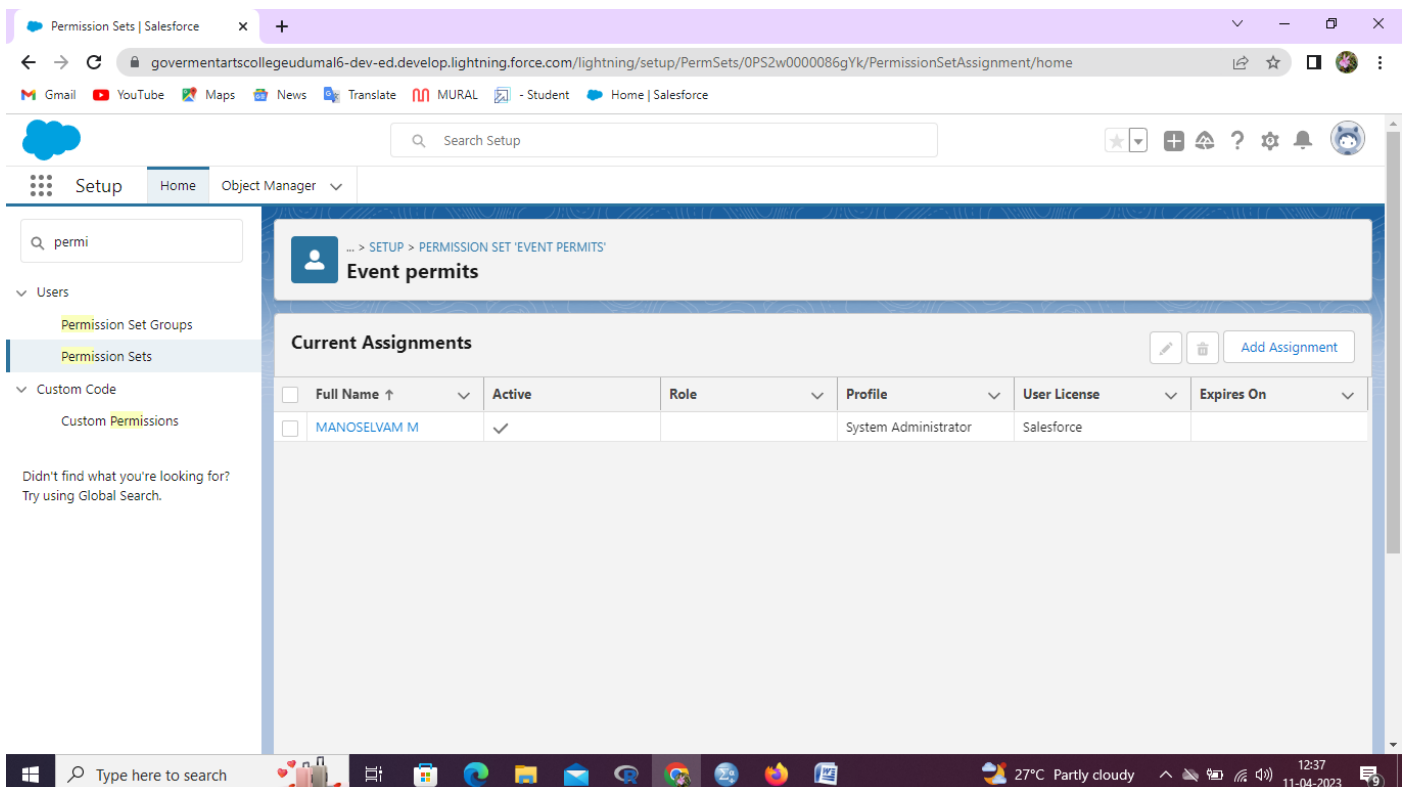


The screenshot shows the Salesforce 'Permission Sets' setup page. The left sidebar contains navigation links for 'Users', 'Permission Set Groups', 'Permission Sets', 'Custom Code', and 'Custom Permissions'. The main content area is titled 'Permission Sets' and shows the 'Event permits' permission set. The 'Permission Set Overview' section displays the following details:

Field	Value
Description	Event permits
License	
API Name	Event_permits
Namespace Prefix	
Session Activation Required	<input type="checkbox"/>
Created By	MANOSELVAM M. 24/03/2023, 4:18 pm
Last Modified By	MANOSELVAM M. 24/03/2023, 4:18 pm

Below the overview, there are sections for 'Apps', 'Assigned Apps', 'Assigned Connected Apps', 'Object Settings', and 'App Permissions'. The 'Assigned Apps' section is currently empty.

- From setup search “permission sets” in quick find and select permission set then click on New
- Enter label as: Event Permits and Save.
- After saving the permission click on the Manage assignment



The screenshot shows the 'Permission Set Assignment' page for the 'Event permits' permission set. The left sidebar is the same as the previous screenshot. The main content area is titled 'Event permits' and shows the 'Current Assignments' table. The table has the following columns: Full Name, Active, Role, Profile, User License, and Expires On. There is one assignment listed:

Full Name	Active	Role	Profile	User License	Expires On
MANOSELVAM M	<input checked="" type="checkbox"/>		System Administrator	Salesforce	

There is an 'Add Assignment' button in the top right corner of the table.

- After saving the permission click on the Manage assignment
- Now click on the Add Assignment
- Now select the users and click on save

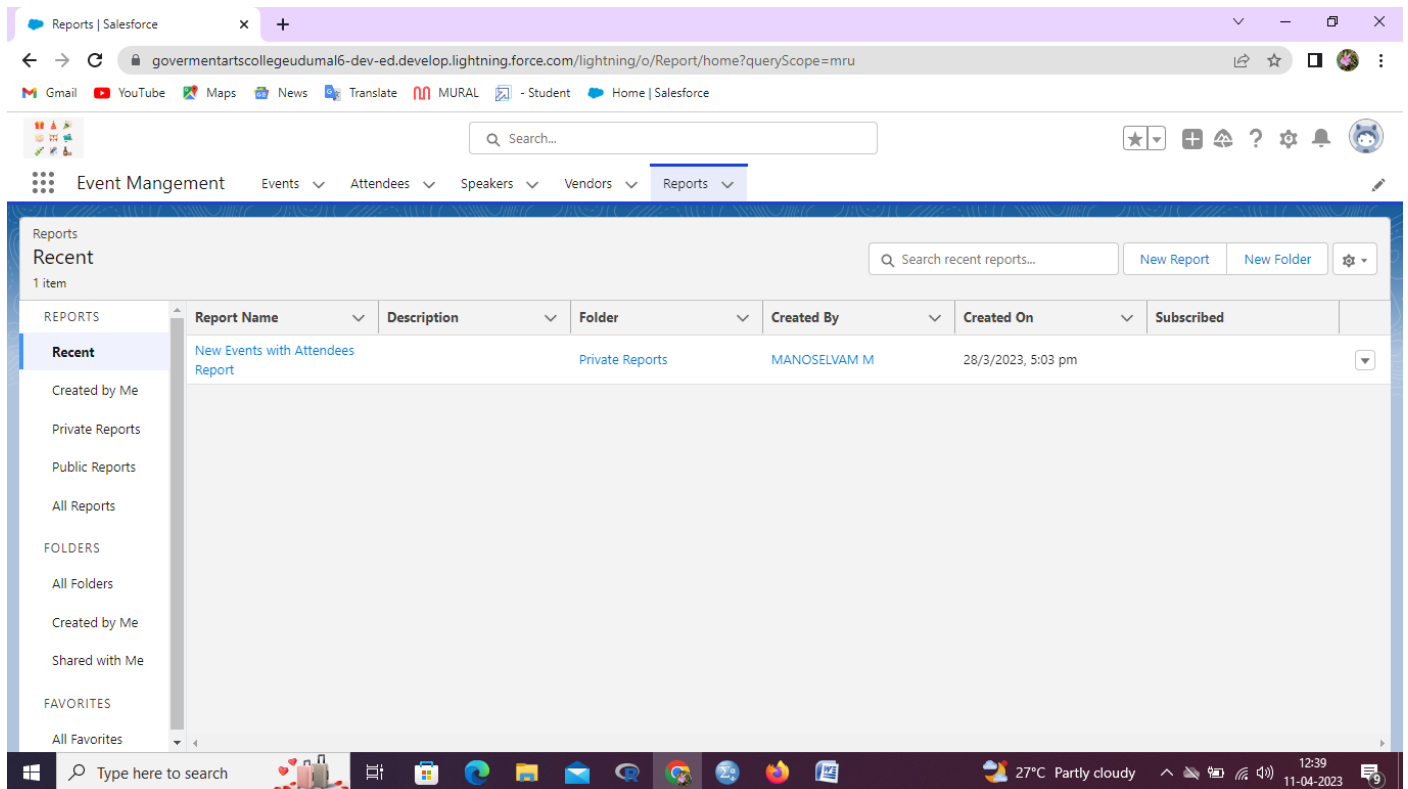
Vendor permits sets:

The screenshot shows the Salesforce Setup interface for a permission set named 'Vendor Permits'. The left sidebar contains navigation links: Setup, Home, Object Manager, Users, Permission Set Groups, Permission Sets, Custom Code, and Custom Permissions. The main content area displays the 'Vendor Permits' permission set overview, including fields for Description, License, Session Activation Required, API Name (Vendor_Permits), Namespace Prefix, Created By (MANOSELVAM M), and Last Modified By (MANOSELVAM M). Below the overview, there are sections for 'Apps' (Assigned Apps, Assigned Connected Apps, Object Settings, App Permissions) and 'App Permissions'.

- From setup search “permission sets” in quick find and select permission set then click on New
- Enter label as: Vendor Permits and Save.
- After saving the permission click on the Manage assignment
- Now click on the Add Assignment
- Now select the users and click on save

Reports:

Creating a Report:



1. From the Reports tab, click New Report
2. Select the report type Attendees with events for the report, and click Create.
3. Customize your report accordingly and include all fields, then save or run it.

4 Trailhead Profile Public URL

Team Lead- <https://trailblazer.me/id/manoselvam>

Team Member 1- <https://trailblazer.me/id/sakthi9898>

Team Member 2- <https://trailblazer.me/id/naven43>

Team Member 3- <https://trailblazer.me/id/pdharshini105>

Team Member 4- <https://trailblazer.me/id/kkanagu>

5 ADVANTAGES & DISADVANTAGE

- 1.Improves efficiency and accuracy. By automating many of the manual tasks involved in event planning, the system can help to reduce the potential for human error and increase the efficiency of event planning processes.
- 2 Enhances event management. The system can provide organizers with valuable insights into event data, enabling them to make informed decisions about their event planning and management strategies.
3. Saves time and costs By streamlining the event planning process, the system can help to reduce the time and costs involved in planning and executing events

DISADVANTAGE

- 1.Time Constraints: Event management requires meticulous planning and execution, which can be very time-consuming. This can lead to delays in the project and may cause it to run over budget.
- 2.Resource Constraints: Event management projects require a variety of resources such as manpower, equipment, and technology. The availability of these resources may be limited, leading to challenges in project execution.
- 3.Budget Constraints: Events can be costly to organize, and it can be challenging to stay within the allocated budget. Unexpected expenses can arise, and managing costs can be a significant challenge.
- 4.Communication Issues: With multiple stakeholders involved in an event management project, communication can be a major challenge. Misunderstandings and miscommunications can lead to delays and errors.
- 5.Risk Management: Events are often complex projects, and there are many risks involved, including safety concerns, technical issues, and unforeseen circumstances. Managing these risks requires careful planning and execution.
- 6.Sustainability Concerns: Events can have a significant impact on the environment, and sustainability should be a key consideration in event management. Failing to consider environmental impact can lead to negative consequences for the event and its stakeholders.

APPLICATION

Corporate Events: Companies in Coimbatore can use event management applications to plan and execute corporate events such as product launches, conferences, and team-building activities.

Weddings: Event management applications can be used to plan and manage weddings, which are often large and complex events.

Social Events: Event management applications can be used to plan and manage social events such as birthday parties, reunions, and cultural events.

Sports Events: Coimbatore is home to several sports events throughout the year, such as marathons and football matches. Event management applications can be used to manage these events, including ticket sales, registration, and logistics.

Festivals: Coimbatore is known for its festivals such as Pongal, Onam, and Diwali. Event management applications can be used to plan and manage these festivals, including organizing cultural events, managing vendor stalls, and coordinating logistics.

Exhibitions: Coimbatore hosts several exhibitions throughout the year, including trade shows and job fairs. Event management applications can be used to manage these events, including registration, booth allocation, and logistics.

7 CONCLUSION

In conclusion, event management is a complex and dynamic process that requires careful planning, coordination, and execution. From initial concept development to post-event evaluation, every step of the process plays a critical role in ensuring the success of an event.

Through effective project management, communication, and collaboration, event planners can navigate the challenges and obstacles that arise during the planning and execution of an event. Additionally, utilizing technology and data-driven insights can help to streamline processes, improve efficiencies, and enhance the overall experience for event attendees.

In summary, event management is a multifaceted discipline that requires a combination of strategic planning, creative thinking, and meticulous execution to deliver a successful event. By leveraging the right tools and resources, event planners can overcome challenges and achieve their goals, leaving a lasting impact on attendees and stakeholders alike.

8 FUTURE AND SCOPE

1. providing insights into event data, such as attendance numbers, ticket sales, Event scheduling tools, allowing event organizers to schedule and manage the various components of an event, such as speakers, performers. vendors, and attendees
2. Budgeting and financial management tools, enabling organizers to track and manage event finances, including expenses, revenue, and profits
3. Marketing and promotion tools, enabling organizers to create and distribute event marketing materials, such as flyers, email campaigns, and social media posts.
4. Logistics management tools, managing the various components of event logistics, such as venue selection, catering, transportation, and security
5. Reporting and analytics tools and budget performance

Scope

Defining the event objectives: This involves identifying the purpose of the event and the goals that need to be achieved.

Developing a project plan: This involves creating a detailed plan that outlines all the activities that need to be completed to ensure the event is successful. The plan should include timelines, budgets, and resources required.

Identifying the target audience: This involves identifying the group of people that the event is aimed at and tailoring the event to meet their needs and preferences.

Selecting a venue: This involves selecting a suitable venue that can accommodate the event and provide the required facilities.

Coordinating vendors and suppliers: This involves identifying and coordinating with vendors and suppliers to provide the necessary equipment, services, and materials for the event.

Marketing and promotion: This involves developing a marketing plan and promoting the event to the target audience through various channels.

Event logistics: This involves managing all the logistical aspects of the event, including registration, transportation, accommodations, catering, and security.

On-site event management: This involves managing the event on the day, ensuring everything runs smoothly and dealing with any issues that may arise.

Post-event evaluation: This involves evaluating the success of the event, gathering feedback from attendees and stakeholders, and identifying areas for improvement in future events.

