

# Voyage de Promotion 2019

# Event Coordinator

Production Team

Programme Team

Sponsorship Team

Marketing & Media Team

Finance Team



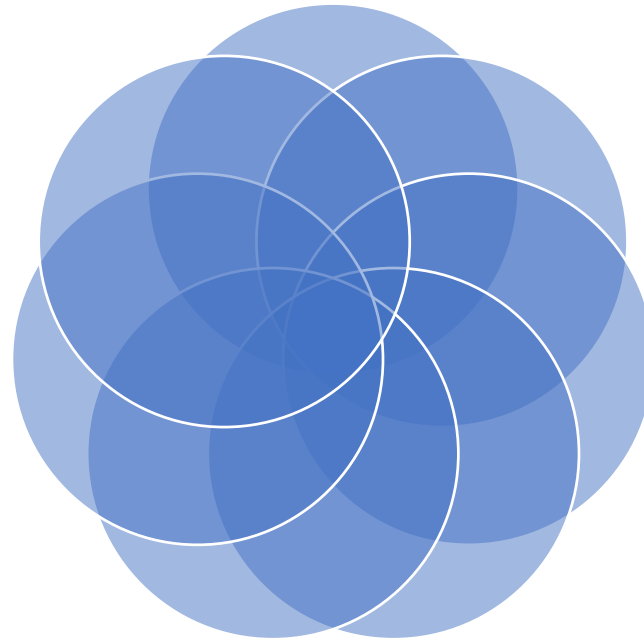
# Production Team

Ceremonies

Report

Entries

Tabulation  
of Results



Event  
Program

Schedule  
Event

Publishing



# Programme Team

- Internal

- Accommodation for participants
- Adjudicators
- Catering for the Public
- Event Function
- Hospitality for Officials
- Invitation letter
- Marshals / Time-Keepers
- Master of Ceremonies
- Medicine and Physiotherapy
- Meeting Room
- Reception of Dignitaries
- Refreshment for participants
- Scoreboard Operators
- Venue Security

- Decoration

- Decorate room
- Christmas tree decorations

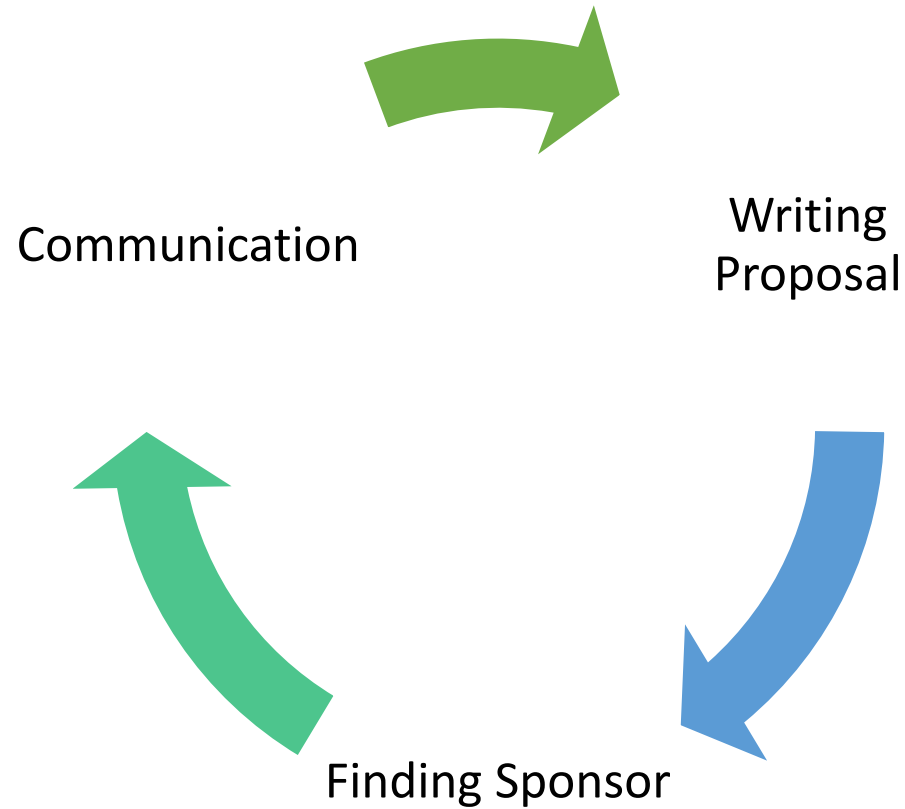
- Equipment

- Audio-Visual and Computer
- Equipment Maintenance
- Musics
- Projector and Slide

- External

- Bus rental
- Copy documents and printing
- Environment Control
- Exhibition material
- Logistic
- Material (flipchart, decoration material, marker...)
- Print banner
- Risk Management
- Room rental
- Setup Team
- Signage
- Transport
- Venue Bookings

# Sponsor Team



# Marketing & Media Team

- Advertising
- Communication
- Marketing Strategic
- Event Banner / Event Sign
- Media Kits
- Promotional Events
- Publicity
- School and Community Visits
- Ticket Design and Distribution

# Finance Team

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Financial Analysis

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Financial Report

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Input-Output

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Sales Water Drinking

# Question



**Thank you!**