




Business Administration

Course Number:	BUAD 334
Course Title:	EVENTS MANAGEMENT AND MARKETING
Credits:	3
Calendar Description:	This course includes the creation of an event management plan for a client. A situation analysis will investigate consumer behavior, targeting and positioning as related to the planning and operation of events. Further development of the management plan will require an examination and the application of integrated marketing communications, sales, sponsorship, budgeting, risk management, staging, logistics and performance measures.
Semester and Year:	Fall 2020
Prerequisite(s):	BUAD 272 or BUAD 293, and minimum third-year standing
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	BBA, Marketing Specialty – Elective BBA, Management Specialty – Elective
Substitutable Courses:	No
Transfer Credit:	
Special Notes:	Students with credit for BUAD 338 will require permission of the department before taking this course. Students with credit for BUAD 334 Sports and Events Marketing are not permitted to take this course for credit.
Originally Developed:	April 2007
EDCO Approval:	April 2016
Chair's Approval:	

Professor

Name	Contact	Office	Email
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Learning Outcomes

Upon completion of this course students will be able to:

- Evaluate the career opportunities in the field of event management and marketing.
- Explain the increasing importance of event management including planning, marketing, sales, and execution in the private, public and not for profit sectors.
- Describe the unique features of events as they pertain to planning, marketing, sales, and execution.
- Develop a creative event concept.
- Create a comprehensive event business plan in collaboration with a client from the local community.
- Assess the challenges and opportunities facing event managers and marketers now and in the future.

Course Objectives

This course will cover the following content including:

- Examining the relevance of events planning to the world of business including private, public and not-for-profit sectors
- Identifying unique features of events as they pertain to the marketing process
- Learning how to design events
- Investigating the role of competitive positioning, targeting and consumer segmentation
- Learning the components of an event business plan
- Developing event financial forecast for revenues and expenses
- Formulating an event business plan in collaboration with a client from the local community and integrating all of the components of an events business plan

Evaluation

Event Plan Written Submission (team report - individual mark)	40
Event Business Plan Client Presentation (team presentation and individual mark)	10
Team Assignments (3) (team marks)	5
Midterm Assessment (individual)	10
In Class Seminar (individual mark)	10
Final Exam Assessment * (individual)	25
Total	100

*Students must earn half of all available exam marks to achieve a passing grade.

Notes**Team Project – Event Plan Creation and Presentation (50 marks)**

There will be three project submissions throughout the semester. The topics covered and marks awarded for each submission are as follows:

Part A – Project Description, Situation Analysis, Positioning Strategy, Event Outline, Initial Revenue and Cost Estimates (20 marks)

Part B – Integrated Marketing Communications & Sales plan, Sponsorship plan, Risk Management plan, Pricing, Operations plan, Evaluation and Final Budget (20 marks)

Part C – Your team will be required to present the completed event marketing plan orally (10 marks) with each team member marked individually and as well the team will submit a complete final version of the plan electronically on or before the oral presentation to receive a presentation grade. Revisions have to be made based on the feedback received on Parts A and B.

Please note: The final grade for the team project will be based on a combination of the final grades awarded for each of these three parts and your individual mark for each section will be pro-rated by your team members' assessment of your overall performance. This will be based on the team evaluation criteria set up under Assignment 1 outlined in Moodle and which must be handed in on the day of the final submission of your project as part of Assignment 3.

Team Assignments (5 marks) There are three assignments worth a total of 5 marks. These three team assignments are outlined on Moodle.

In Class Seminar (10 marks) Your team will work together to develop an "in class" seminar that will require your team to do some research on a topic taught the prior week that demonstrates how the knowledge you are taught is applied use real event examples. While the team presents together, each team member is individually assessed.

Midterm Individual Assessment (10 marks)

Students will be assessed individually with a written exam at the halfway point in the course to determine their comprehension of the material covered at that point in the course.

Final Exam (25 marks)

The final exam is cumulative and covers all topics discussed throughout the course.

Team Project Structure

Teams of students (usually 4-5 per team) will be formed in the first week of classes. These teams shall work together for the duration of the course for the team assignments and the development of the Event Plan and be guided by the team charter (Assignment 1) and the client you choose (Assignment 2) and assess yourselves and your peers by your team criteria (Assignment 3).

Notes

Class Participation Structure

Hour #1: Starting towards the end of the first month of classes, teams will be assigned to present an in-class seminar to discuss the key concepts for the chapter assigned and demonstrate an application of the key learning based on a case study of an event anywhere in the world that you choose. The schedule shall be determined on a random draw basis. Your team should bring your own laptop and prepare an entertaining in class presentation involving games, tests, prizes or whatever interactive means you wish. The focus of your team needs to be on using interesting and innovative methods of engaging the class, stimulating discussion and conveying the key concepts. Presentations should be 45 minutes, and include teaching, interaction and some application by your peers.

Hour #2: The topic for the following week shall be introduced and taught using a combination of theory and applied examples.

Hour #3: We shall also use this last hour for team projects to be discussed. This will include project updates from all teams; discussion of common problems and consultation between the professor and each team. It may also allow teams to work on their projects "in class". We will also introduce a select number of entrepreneurs that make their living planning and executing events.

Texts/Resources

A comprehensive events management textbook is recommended but not required for this course.

The text is **Events Management by Bowdin, Allen, O'Toole, Harris and McDonnell 3rd Ed.**

As well, your text from BUAD 116 or a similar entry level Intro to marketing course will serve as good reference tool.

There are also proprietary powerpoint decks developed for this course by the Okanagan School of Business.

Course Schedule

Date		Topic	Resources
Week of:		Classes Begin – Sept 9 2020; Last Day to drop and receive tuition refund – Sept 18; Thanksgiving October 12 (no classes); Last day to withdraw without academic penalty – Oct. 30, 2020; Remembrance Day Nov. 11 (no classes); Last Day of Regular Classes – Dec. 7, 2020; Exam Period – Dec. 9-19, 2020	
Sep	7	Learning Topics Overview of Events, Tourism Events Planning Formation of Teams; Discussion of Team Seminars & Event Plans Team Assignment #1 started in class	Week One Powerpoint
Sep	14	Learning Topics Strategic Event Planning, Project Management & Flash Reports Creating an Event; Client Solicitation Team Assignment #1 due; Start Team Assignment #2 Soliciting Clients, Pitching, Signing	Week 2 Powerpoint – Creativity & Strategic Planning Week 2 Powerpoint – Project Management
Sep	21	Team Seminar #1 – Event Creation Learning Topics Customer Profiling, Persona Model, Positioning of Event Vision and Goal Setting Team Assignment #2 due with signed client contract form	Week 3 Powerpoint – Customer Profiling, Persona Modelling, Vision and Goal Setting
Sep	28	Team Seminar #2 – Vision, Goal Setting & STP Learning Topics Goal Setting External Analysis – Pestel, Competition, KSF's Driving Forces,	Week 4 Powerpoint – External Analysis
Oct	5	Team Seminar #3 – External Analysis Learning Topics Internal Analysis- SWOT model and TOWS model	Week 5 Powerpoint – SWOT and TOWS
Oct	12	Learning Topics Integrated Marketing Communications & Sales Paid Media, Owned Media Earned Media Event Business Plan Project Part A Due	Week 6 Powerpoint - IMCS
Oct	19	Team Seminar #4 – IMC & Sales Learning Topics Sponsorship of Events	Week 7 Powerpoint - Sponsorships Prepare for midterm
Oct	26	Midterm Exam (1 hour) Team Seminar #5 – Sponsorship Learning Topics Legal & Business Risk Management	Week 8 Powerpoint – Risk Management
Nov	2	Team Seminar #6 – Legal & Business Risk Mgmt Learning Topics Staging & Logistics	Week 9 Powerpoint – Staging & Logistics
Nov	9	Team Seminar #7 – Staging & Logistics Learning Topics Financial Management	Week 10 Powerpoint - Finance
Nov	16	Team Seminar #8 – What You Learned in Events Planning Learning Topics Evaluation & Research & Explanation of Final exam Complete Event Business Plan handed in for binding Event Business Plan Project Part B Due Team Assignment #3 due - Peer Evaluations	Week 11 Powerpoint – General
Nov	23	Event Plan Presentations	
Nov	30	Event Plan Presentations	
Dec	9-19	Final Exam Period	

SKILLS ACROSS THE BUSINESS CURRICULUM

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

STUDENT CONDUCT AND ACADEMIC HONESTY

What is the Disruption of Instructional Activities?

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

What is Cheating?

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

What is Plagiarism?

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

What are the Students’ Responsibilities to Avoid Plagiarism?

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format www.okanagan.bc.ca. Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 7th edition (2019)). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

What are the Penalties for Plagiarism and Cheating?

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.
