

EAPA PROJECT SCOPING DOCUMENT

TASK NO	TASK DESCRIPTION	TASK DURATIONS	TASK COST	REMARKS
	Pre-Event Management:			
	EAPA-SA meetings every 3 months and site visits			
	Overseeing all pre-event processes and staffing teams			
	Budget management and control			
	Budget and income forecast			
	Regular budget updates			
	Coordination and performance management of all suppliers			
	Liaison with venue - negotiation, event management, accommodation bookings, rooming list consolidations, shuttle bookings, dietary requirements, as per EAPA-SA requirements at the venue			
	Call Centre and Administration:			
	Call Centre Administration Fee			
	Staffing			
	All phone calls			
	Stationery and printing			
	Invoicing and Financial management			
	Regular reminders for delegate payment			
	Allocating payments to bookings and sending confirmations to each delegate			
	Delegate information centre/Helpdesk			

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	VIP bookings and management thereof			
	Accommodation and Travel Bookings for the Board Members and Speakers			
	Delegate bookings			
	Manual capturing of forms for delegates who do not have internet access			
	Follow up phone calls for any changes			
	Additional activity booking coordination			
	Weekly delegate reports to committee			
	Speaker Management:			
	Speaker liaison and management fee			
	Management of all speaker processes including creation of online application form			
	Programme development and management			
	All communications between committee and speakers			
	Collecting photos, presentations, abstracts and CV's			
	Accommodation and travel booking coordination			
	Sponsor Management:			
	Sponsorship prospectus - writing and graphic design			
	Ensuring the sponsorship agreement is upheld for both parties			
	Fulfilling the expectations of the sponsor pre-event in marketing and on site, as set out in the agreements between EAPA-SA and their sponsor			

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	Conference Material:			
	Management of the service providers:			
	Design and print the programme			
	Design and print Name badges			
	Procurement of pouches, lanyards, delegate gifts like folders			
	Speaker Presentations:			
	Load presentations onto the app and the website			
	Collecting all presentations and sending to the committee for approval			
	On Site Conference Management:			
	On site conference and delegate management fee			
	Staffing			
	Site reconnaissance - including accommodation confirmations			
	Effective management of delegates from arrival to departure			
	Logistic arrangements			
	VIP management of all journalists, special guests, sponsors and speakers etc.			
	Script writing for all speakers and MC's			
	Programme coordination			
	Event coordination – conference, cocktail party and awards dinner			

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	Overseeing all event processes and staffing teams			
	Coordination of all suppliers from set up to break down			
	Support of the Board members requests			
	Liason with venue officials			
	Accommodation, flights and car hire for crew to be provided by EAPA-SA			
	Onsite registration, system and staffing			
	Marketing & Promotion:			
	Web site design, maintenance and hosting Online registrations & abstracts Including all website content creation as a destination website filled with information for delegates.			
	Online Registration Form Creation, content writing, management and administration of the full online registration, invoicing and payment process - full assistance to all delegates and reports to EAPA-SA.			
	Theme concept and design			
	Graphic design			
	Creation of website and email content			
	Management of the Mobile / Tablet Application Creation of content and loading it onto the app for the purposes of marketing the event			
	Personalised emails with a greeting using the recipient's name			

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	Email distribution to the entire EAPA-SA database			
	Updating the database as and when email addresses change			
	Social Media Elements – design			
	Marketing and positioning of event on EAPA-SA’s social media platforms (Twitter, Facebook and LinkedIn)			
	Exhibition Management:			
	Exhibition Management			
	Creation of exhibition floor plan			
	Creation of interesting exhibition packages			
	Marketing of the exhibition to the industry			
	Sales of the exhibition stand and spaces to sponsors and related EAP Service providers			
	Management of the build-up and break down of the exhibition			
	Providing all requirements to the exhibitors including their specifics like furniture			
	Advertising of the confirmed exhibitors on EAPA-SA website, mobile app and social media			
	Conference & Venue:			
	Bag packers			
	Negotiate for Wifi capability (venue inclusions)			
	Management of the venue contract and expectations			
	Management of the full programme for 5 days			

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	Set up 4 Day event Breakdown			
	Social Events:			
	Awards Dinner			
	Finding entertainment and décor to suit the theme			
	Management of the dinner event			
	RSVPs			
	Costs for entertainment, decor, staging, lighting etc to be provided once the venue and theme are confirmed			
	Teambuilding			
	Finding and managing suitable supplier based near selected venue when required			
	Management of that supplier on site			
	Post Event:			
	Post event budget report			
	Reminders			