UNIVERSITY OF FLORIDA
DEPARTMENT OF TOURISM, HOSPITALITY & EVENT MANAGEMENT
HFT 2750 – EVENT MANAGEMENT
Online

Instructor	Rayven Crisafulli, CMP, CMP-HC	**Office**	Florida Gym (FLG) 206J
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Phone	(352) 294-1681	**Department Chair**	Rachel J.C. Fu, PhD, CHE

Course Information

This course provides students with an overview of the event industry, emphasizing the role of businesses and people in the event industry.

Course Prerequisites

There are no prerequires to this course. A basic understanding of events will be helpful.

Course Objectives

By the end of this course, students will be able to:

- Explain the history, present state, and future of the event industry
- Describe the types of events
- Discuss the magnitude of the event industry and its segments
- Explain the event industry terminology
- Describe the social, economic, and environmental impacts associated with events
- Discuss the role of events within the context of the tourism and hospitality industries
- Comprehend the role of events in creating value for individuals, businesses, and host cities
- Explain the responsibilities of event managers
- Analyze event industry careers

Required Textbook

Lee S. & Goldblatt J, (2020). *Special Events: The Brave New World for Bolder and Better Live Events,* 8th edition. Hoboken, NJ: John Wiley & Sons, Inc.

Supplemental Readings

Getz, D., & Page, S. J. (2020). Event studies: Theory, Research & Policy for Planned Events. Taylor & Francis.

Rutherford-Silvers, J. (2012). *Professional event coordination.* New York, NY: John Wiley & Sons, Inc.

Course Format

The course is offered 100% online and learning activities will include a combination of lectures, discussions, assignments and exams. Active participation is essential to the nature of this course. Readings from articles and the required text will be assigned throughout the semester. It is important to keep up with the assigned readings as they will be tested on the quizzes and exams. Participation in discussions is required and will support ideas and concepts from lectures and the textbook. The instructor will provide quality feedback on all assignments on the individual grade item in Canvas

Course Evaluation

The following table provides a brief summary of the specific assessment tools for this course, as well as the related percentage (and point) values of the final grade.

Assessment Tool		% value (Pt value)
Discussions	12 discussions at 10 pts each	23% (120 pts)
Quizzes	6 quizzes at 10 pts each	11% (60 pts)
Exams	2 exams x 100 pts each	28% (200 pts)
Industry Practice Assignments	3 assignments x 50 pts each	38% (150 pts)
Total		100% (530 pts)

Assessment Overview

Discussions 23% (120 pts)

Discussion prompts provide an opportunity for students to discuss course content and to demonstrate acquired knowledge through analysis and critique of industry topics. The requirements for the discussions will be provided in Canvas. Students will not be permitted to make up missed discussions without the appropriate documentation (see the Course Policies).

Quizzes 11% (60 pts)

One quiz per module will be administered, excluding the modules discussed the week of an exam. The quizzes are based on the lectures, discussions, readings, and supplemental materials from that module and include multiple choice and true/false questions. The quiz will be available to take as soon as the module opens each week in Canvas and will be due on the last Sunday in each module unless otherwise noted in the course schedule. Make-up quizzes are not permitted unless absences are in accordance with the University's Make-Up Policy.

Exams 38% (200 pts)

Two exams will be administered during the semester based on the lectures, discussions, readings, and supplemental materials. Exams include multiple choice and true/false questions. Make-up exams are not permitted unless absences are in accordance with the University's Make-Up Policy. Refer to the Course Schedule for exam date.

Industry Practice Assignments 28% (150 pts)

Industry Practice Assignments are designed to provide practical hands-on industry experience. These 4 assignments can be completed as a group or individually. Additional details for each assignment are listed in Canvas. Refer to the Course Schedule for assignment due dates.

Grading Scale

The University's grading system will be used for this course (for information about UF's grades and grading policies, please consult https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx). Inaccordance, a student's overall performance in this course will be graded as follows:

LetterGrade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
Point Range	93-100	90-92	87-89	84-86	80-83	77-79	74-76	70-73	67-69	64-66	60-63	<60
GPA Points	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0.00

Module Overview

Module # and Name	Module Topics
Module 1: Introduction to the Events Industry	Introduction to the Events Industry ○ History of Events & Event Studies ○ Typology of Events ▪ Organizers & Sponsors ○ Career Opportunities ▪ Career Skills ▪ Industry Education ○ Industry Trends ○ Current State of the Industry
Module 2: Event Theory, Research & Pre-Planning	Event Theory ○ Experience, Authenticity, Liminality, Motivation, Flow Pre-Planning ○ 5 phases of event planning process ○ Pre-Event Research, Viability, Needs Assessments, SWOT ○ Theme Development ○ Strategic Planning ○ Planning Timeline Creation & Management
Module 3: Communication, Leadership, & Human Resources in Events	Communication Styles ○ Client Communication Styles ○ Planner/Seller Communication Styles ○ Communication Strategies based on Personality Human Resources ○ Problem Solving ○ Human Resource Recruitment & Management ○ Training & Orientation ○ Leadership Skills for Events
Module 4: Event Finance	Finance ○ Terminology & navigating event finances ○ Best practices for creating an Event Budget ○ Cashflow and revenue management ○ Funding Sources ○ Exhibits, Sponsors, Grants, Registration, Merchandise, Ancillary offerings ○ Finances during difficult economic times
Module 5: Vendor Partners & Legal Aspects of Events	Vendor Partners ○ Venues ○ Site Inspections ○ Events & Exhibitions ○ DMOs & DMCs ○ Caterers ○ AV ○ Other Vendor Partners (Décor, Production, Floral, Entertainment)

Module 5 Cont'd: Vendor Partners & Legal Aspects of Events	Creating Vendor Partnerships Contracts & Legal Aspects of Events o Key contract clauses for hotels o Vendor agreements o Liability International Considerations
Module 6: Event Marketing	Event Marketing o Types of marketing & advertizing o Marketing tools & technology platforms Promoting different types of events Marketing Trends The role of PR & Event Marketing
Module 7: Risk Management	Risk Management o Risk management plans and best practices o Permitting & Regulations o Environmental impacts o Regulations for Government Meetings o Social Responsibility
Module 8: Event Technology	Event Technology o Current trends o Current technology for events o Planning platforms, marketing, registration, participant data collection, interactivity, virtual event platforms, AI o Challenges with technology & virtual events

Course Schedule

The course schedule is tentative and subject to change. Changes to the schedule will be announced on Canvas. It is the student's responsibility to keep track of announced schedule changes.

Module	Week	Start Date	Topic	Readings	Assignments
Module 1	1	May 10	Introduction to the Events Industry I Event Typology	Chapter 1	Weekly Discussion
	2	May 17	Introduction to the Events Industry I Event Careers & Industry Trends		Weekly Discussion Quiz 1 Due May 23
Module 2	3	May 24	Event Theory	Event Theory Articles	Weekly Discussion
	4	May 31	Research & Pre-Planning	Chapter 2 & 3	Weekly Discussion Quiz 2 Due June 6 *May 31 Memorial Day Holiday*
Module 3	5	June 7	Communication, Leadership, & Human Resources in Events	Chapter 4	Weekly Discussion **Event Theme Assign. Due June 11** Quiz 3 Due June 13
Module 4	6	June 14	Event Finance	Chapter 5	Weekly Discussion Exam 1 - Friday June 18
Module 5	7	June 21	Summer Break! Enjoy some down time!		
	8	June 28	Vendor Partners	Chapter 6	Weekly Discussion
	9	July 5	Vendor Partners		Weekly Discussion *July 5th Observed July 4th Holiday*
	10	July 12	Legal Aspects of Events		Weekly Discussion **Site Visit Due July 16** Quiz 4 Due July 18
Module 6	11	July 19	Event Marketing	Chapter 7	Weekly Discussion Quiz 5 Due July 25
Module 7	12	July 26	Risk Management	Chapter 8	Weekly Discussion **Marketing Assignment Due July 30** Quiz 6 Due Aug. 1
Module 8	13	Aug. 2	Event Technology	Chapter 9	Exam 2 - Friday Aug. 6

Course Policies

Students are expected to be professional in course discussions, which requires them to:

- Actively participate in the course throughout the semester. Active participation includes asking thoughtful questions, contributing knowledge and ideas relevant to the topic, volunteering answers to questions, and sharing relevant material from other readings, classes, newspapers, and media sources.
- Be punctual with regards to course due dates.
- Be prepared to participate in discussions. Students are required to read all assigned materials prior to attempting class learning activities.
- Be courteous and respectful to your peers and the instructor.

Late Assignment Policy

Assignments must be submitted by the deadline posted by the instructor. The equivalent of 15% will be deducted from the assignment grade for every business day past the due date. There are no exceptions to this policy.

Requirements for make-up exams, assignments, and other work in this course are consistent with the University's policies. For more information about UF's policies, please consult (https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.). Students with prior knowledge of an excused absence must make arrangements to submit assignments prior to the due date. Documentation must be provided to the instructor for an excused absence. Excused absences include, but are not limited to, personal illness, family illness or death, jury duty, religious holiday, and official University activities. Absences will be excused at the instructor's discretion.

UF Policies

Students with Disabilities

Support services for students with disabilities are coordinated by the Disability Resource Center in the Dean of Students Office. Students requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor whenrequesting accommodation. Any student who feels that they may need accommodations based on the impact of a disability should contact the instructor privately to discuss their specific needs. The University encourages students to follow this procedure as early as possible in the semester.

University Policy on Academic Conduct

UF students are bound by The Honor Pledge which states, "*We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.*" On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "*On my honor, I have neither given nor received unauthorized aid in doing this assignment.*" The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Academic dishonesty, such as plagiarism and cheating, will not be tolerated. Violation of the UF Academic Honor Code will incur serious consequences. Any act of academic dishonesty will be reported to the Dean of Students Office. Plagiarism and cheating may be punished by failure on the exam, assignment, or project; failure in the course; and/or expulsion. There are no exceptions to this policy. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor.

Name Modification

It is important to the learning environment that you feel welcome and safe in this class; and that you are comfortable participating in class discussions and communicating with me on any issues related to the class. If your preferred name is not the name listed on the official UF roll, please let me know as soon as possible by e-mail or otherwise. I would like to acknowledge your preferred name, and pronouns that reflect your identity. Please let me know how you would like to be addressed in class, if your name and pronouns are not reflected by your UF-rostered name. I welcome you to the class and look forward to a rewarding learning adventure together. You may also change your "Display Name" in Canvas. Canvas uses the "Display Name" as set in myUFL. The Display Name is what you want people to see in the UF Directory, such as "Ally" instead of "Allison." To update your display name, go to one.ufl.edu, click on the dropdown at the top right, and select "Directory Profile." Click "Edit" on the right of the name panel, uncheck "Use my legal name" under "Display Name," update how you wish your name to be displayed, and click "Submit" at the bottom. This change may take up to 24 hours to appear in Canvas. This does not change your legal name for official UF records.

Student and Academic Support Services

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center providesconfidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interferewith their academic performance.

- University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, (www.counseling.ufl.edu)
- U Matter, We Care (www.umatter.ufl.edu/)
- Career Connections Center, First Floor JWRU, 392-1601 (https://career.ufl.edu/)
- Office of Academic Support (https://oas.aa.ufl.edu/)
- Tutoring Center (https://teachingcenter.ufl.edu/tutoring/)
- Writing Studio (https://writing.ufl.edu/writing-studio/)

Student Complaints

Residential Course Complaint (https://sccr.dso.ufl.edu/)
Online Course Complaint (http://www.distance.ufl.edu/student-complaint-process)

Software Use

All faculty, staff, and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Technology Requirements and Expected Learner Technology Skills

This course is delivered through the Canvas online learning management system. Canvas support information and technical requirements can be found in the Canvas student help guides (https://community.canvaslms.com/docs/DOC-10701-canvas-student-guide-table-of-contents). Learners are expected to have basic computer and internet skills in order to be successful in this course, including:knowledge of basic computer terminology (browser, log-in, download, etc.), the ability to perform computer operations

(using a keyboard and mouse, managing files, security, copying/pasting, and sending/downloading files), and the ability to perform online research using various search engines andlibrary databases.

- Technical support for Canvas and related course issues is available through UF E-Learning (https://elearning.ufl.edu/) by phone at 352-392-4357 or by email at helpdesk@ufl.edu.

Privacy and Accessibility Policies

Information on privacy and accessibility policies for technologies utilized in the course are as follows:

- Canvas Privacy Policy (https://www.instructure.com/policies/privacy)
- Youtube Privacy Policy (https://support.google.com/youtube/answer/2801895?hl=en)
- Canvas Accessibility Policy (https://community.canvaslms.com/docs/DOC-2061-accessibility-within-canvas)
- Youtube Accessibility Policy (https://support.google.com/youtube/answer/189278?hl=en)

UF Course Evaluations

Students are expected to provide feedback on the quality of instruction i this course by completing online evaluations through GatorEvals (https://gatorevals.aa.ufl.edu/). Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at GatorRator Historical Data.(evaluations.ufl.edu/results/)