



DELTA STATE JOB AND WEALTH CREATION BUREAU

Governor's Office, Asaba.

DECORATION AND EVENT MANAGEMENT TRAINING MANUAL

DURATION OF TRAINING: 3 MONTHS

WEEK	DAY	TASK	ACTIVITIES (SPECIFIC ACTIONS)	METHOD
1	1	General overview/ introduction to event management/decoration	The instructor will introduce the trainees to decoration.	Instruction
	2		The instructor will introduce the trainees to the concept of event management.	Instruction
	3		The instructor will introduce the trainees to decoration and event management as a skill.	Instruction
	4	What is event management and decoration? Who is an event planner?	The instructor will teach the trainees the duties and functions of an event manager.	Instruction
	5	Identification of colour, colour combination	The instructor will teach the trainees colour matching in in-door and out-door decorations.	Practice
2	1	What is event management and decoration? Who is a decorator?	The instructor will teach the trainees the duties and functions of a decorator.	Instruction & practice
	2-5	What is required of an event manager / types of decoration	The instructor will teach the trainees how to decorate canopies, tents and tables.	Instruction & practice
3	1-3	Table decoration – round, square, etc	The instructor will teach the trainees how to decorate tables for 4, 6, and 10 persons respectively.	Practice
	4-5	Types of decoration: outdoor/indoor decoration	The instructor will teach the trainees how to handle hall, marriage, birthday and burial decoration.	Practice

4	1-3	Introduction to balloon decoration	The instructor will teach the trainees how to make animal design using balloon.	Practice
	4-5	Big tent	The instructor will teach the trainees how to decorate a big tent to fit the occasion.	Practice
5	1-2	Ceiling decoration	The instructor will teach the trainees fabric throwing and different patterns of ceiling decoration.	Practice
	3-5	Decoration of outdoor activities	The instructor will teach the trainees how to carry out chair, table and canopy / tent decoration.	Practice
6	1-5	Big tent	The instructor will teach the trainees how to understand the content of a big tent/decoration.	Practice
7	1	Backdrop designs	The instructor will teach the trainees how to carry out different backdrop designs.	Instruction & practice
	2-3	Bridal tent design	The instructor will teach the trainees how to carry out bridal tent design (white and traditional).	Instruction & practice
	4-5	Crowd management	The instructor will teach the trainees how to manage crowd in different events.	Instruction & practice
8	1	Introduction to balloon work	The instructor will introduce the trainees to balloon works	Instruction
	2-5	Balloon work (design)	The instructor will teach the trainees how to make balloon decorations.	Practice
9	1-2	Event management	The instructor will teach the trainees how to function effectively as an event manager.	Instruction & practice
	3-5	Crowd management	The instructor will teach the trainees how to effectively manage crowd in an event.	Instruction & practice
10	1-5	Decoration designs / types of background designs	The instructor will teach the trainees the different types of background and decoration designs.	Instruction & practice
11	1	Decoration designs / types of backdrop designs	The instructor will teach the trainees the different types of background and decoration designs.	Practice

	2-5	Decoration designs / types of backdrop designs	The instructor will teach the trainees the different types of backdrops hall designs.	Instruction & practice
12	1-3	Language mastery	The instructor will teach the trainees the importance of being able to speak simple english, pidgin and other local languages on stage as the occasion may demand.	Practice
	4-5	Review	The instructor will lead the trainees in a review of all the activities of the entire course work.	Review