Publication date : 03/14/2024

Course : Production, logistics and event technology

The major milestones

Seminar - 2d - 14h00 - Ref. PTL

Price : 1850 € E.T.

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This seminar will equip you with the key skills to plan, execute and supervise successful events. By exploring production processes, logistics management, technical and regulatory aspects, you'll be able to anticipate and resolve potential challenges while ensuring your events run smoothly.

Teaching objectives

At the end of the training, the participant will be able to:

- Identify and define the stakeholders involved in managing an event
- Determine and implement the various stages of event production
- Learn the technical basics of sound, lighting and video...
- Control your budget and coordinate service providers
- Respect safety and insurance rules

Intended audience

Production assistants, production managers, project managers, communications/marketing directors and managers.

Prerequisites

No special knowledge required.

Practical details

Storyboarding workshops

This training course is based on exchanges, practical illustrations through concrete company applications and feedback from the trainer.

Teaching methods

Alternance d'apports théoriques, d'illustrations concrètes avec des cas d'usage.

Course schedule

PARTICIPANTS

Production assistants, production managers, project managers, communications/marketing directors and managers.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Sectors and professions

- Event typologies.
- Professions and functions (advertisers, agencies, freelancers, service providers, etc.)
- Status and salaries (net/gross/gross loaded...).
- Insurance, ERP and safety regulations.

Storyboarding workshops

2 Event production

- Software.
- Production matrices.
- Tender chronology.
- Production chronology.
- Various focuses (spotting, editing, etc.).

Storyboarding workshops

3 Technical basics

- The sound.
- The light.
- The video.
- Power.
- The structure.

Storyboarding workshops

4 Plenary sessions, budget and regulations

- Show management/plenary.
- The script.
- The control panel.
- Budget tips and traps.
- Current services (scenery, catering, security, barriers, machinery, etc.).

Storyboarding workshops

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.

• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.

• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates and locations

REMOTE CLASS
2026 : 26 May, 20 Oct., 10 Dec.

PARIS LA DÉFENSE
2026 : 19 May, 13 Oct., 17 Dec.