



Pravara Rural Education Society's,
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DEPARTMENT OF BOTANY Academic Year- 2018-19

A Certificate Course in 'Event Decoration' Syllabus

Course Code: CCED-1

Details of Course

- 1. Title of the Course: Certificate Course in 'Event Decoration'**
- 2. Faculty - Science and Technology**
- 3. To be implemented – F.Y., S.Y., T.Y., B.Sc.**
- 5. Eligibility Criteria: 12th Pass**
- 6. Fee Structure – Free**
- 7. Duration of the Course – 1 semester**
- 9. Medium of instructions and teaching: English**
- 10. Course Implementation criteria for Theory and Practical:**
 - (12 weeks Actual Teaching + 1 week for Internal & External Evaluation).
 - One Credit of the Theory** is equal to 15 clock hours (Teaching 1 hour per week for each credit, 12 hours Actual Teaching + 2 hours Internal & External Evaluation).
 - One Credit of Practical** = 30 clock hours. (2 Contact hours per credit per week) Internal & External Evaluation of each practical).
- 11. Examination Pattern:** The examinations will be conducted for both the Theory as well as Practical courses.

Theory Paper of 01 Credit & Practical of 1 credit- Internal Theory Exam (10 M) + Internal Practical Exam (10 M). External Theory & Practical Exam (30 M) = Total 50 M
Duration: For Internal exam = 01 hour and for External Exam = 02 hours.
- 12. Award of Class/Grade:** The class / grade for the courses.

The Botany Department organized workshop on preparation of syllabus of certificate course in Event Decoration. In this workshop invited subject expert at the college requested the presence of Dr. S.P. Giri from the Department of Botany at Padmashri Vikhe Patil College, Pravaranagar, as a Subject Expert on 1st June, 2018. Subsequently, a syllabus was framed for the Certificate course of ‘Event Decoration’, outlining its objectives and anticipated outcomes.

PREAMBLE:

Events create opportunities for people to connect with an area, spend time together, celebrate and experience the diversity of cultures and foster creativity and innovation. They allow a community to come alive and provide an opportunity for a destination to showcase its tourism experience and increase economic activity. Events contribute significantly to community building, lifestyle and free time enhancement, cultural development, tourism promotion and increased visitation, volunteer participation, fundraising and economic development. Most importantly, events create a sense of fun and enthusiasm, resulting in a strong sense of community connectivity, pride and a sense of place. In this course an event decorator plans the aesthetic and atmosphere of an event. In this career, you work closely with your clients to create a theme, plan the decor, and make sure that everything is in its place. The purpose of decoration is to make the space more aesthetically pleasing and functionally useful for the people.

OBJECTIVES:

- To understand the concept of event management
- To study the different types of events
- To analyse the role of creativity in event management process
- To study about the various types of event management structure

COURSE OUTCOMES:

- Improve the skill of program management.
- Give oral presentations and receive feedback on their performance.
- Enhance the skills of student to organize event competence
- Observe the various program and analyse it.

Contact Hours: 12 Weeks

Theory- 1 Credit

UNIT	Name of the Topic	Sub-Topic	Lectures
1	Definition of Events	i. Introduction & Definition ii. Importance and Scope iii. Objectives of Event Decoration iv. Essentials in Event Management v. Benefits of events	2
3	Classification or types of Events	i. Food Display ii. Fabrics. iii. Ceiling. iv. Table Decorations. v. Seating Arrangements. vi. Decorative Backdrops. vii. Stage Decoration. viii. Birthday Decoration.	2
4	Categories	Corporate :Training, meeting and Fundraising Social: Celebration, Family Event	2
5	Duties of an Event Planner	<ul style="list-style-type: none"> • Consult with clients, Set budgets, Select dates ,Choose and inspect venues or locations, Negotiate with and select vendors and suppliers ,Arrange transportation , Arrange for food and beverage service or catering , Book blocks of rooms, Book speakers and entertainers, Write publicity pieces, Put together participant packets, Ship boxes , request help from and direct volunteers. • Prepare invitations, select printers, compile invitations, and send them, Create agendas, Negotiate room rates ,Write brochure copy. • Enter information into a database. • Interact with chief executive officers, general managers, wait staff, caterers, vendors, housekeepers, and everyone in between. • Perform any task necessary to make the event a success. 	6

6	Important Characteristics of a Successful Event Planner	<ul style="list-style-type: none"> • People skills, organizational skills, networking skills, • knowledge of and training in the field, versatility, leadership team-building capabilities, • friendliness, efficiency, creativity. 	3
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Practical- 1 Credits.

1	Practical	<ul style="list-style-type: none"> i. Stage decoration ii. Birthday decoration iii. Weeding and Marriage stage decoration iv. Table decoration, flower decoration, v. Floral Rangoli, vi. preparation of Bouquets 	02
2	Demonstration Practical.	<p>Decorating Types</p> <p>White Floral Ceiling Installation, Wedding Arch, Colorful Floral Ceiling Installation, Unique Draping Décor, Table and Backdrop Decor Flower Panel Decoration, Simple Floral Backdrop, Floral Chair Installation, Wedding Sweetheart Table, Bridal Shower Backdropm, Criss Cross Floral Backdrop, Staircase Draping Design, Floral Sofa Installation, Beautiful Pink Backdrop, Create Backdrop on Wall, Floral Frame Stage Backdrop, Wedding Arch Design, Wedding Arch using Metal Mesh / Chicken Wire, : Elegant Long Floral Backdrop, Easy Wedding Design, Green Floral Backdrop, Centerpiece, Floral Centerpiece Vase, Tall Taper Candleholder Centerpiece, Enchanted Garden Theme Centerpiece, High Floral Centerpiece, Red Floral Candelabra Décor, Event Decor: Floral Arches Design, White Floral Wedding Backdrop, Adding Florals on Fabric Backdrop, Green Colorful Floral Backdrop,, Triple Canopy Draping Wedding ,Safari Themed Balloon Backdrop and Garland Balloon Garland Circle Arch, Tabletop Balloon Arch</p>	06