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COURSE BROCHURE

Advanced Event Management Sourcing and Supplier Contracts Training Course

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Registered in the United Kingdom and Saudi Arabia

Advanced Event Management Sourcing and Supplier Contracts Training Course

Event Management Sourcing and Supplier Contracts is an advanced 2-week training course for event leads, corporate meetings owners and procurement specialists who buy venues and event services, built around one work product: an Event Sourcing and Supplier Contract Plan for a large conference or exhibition. Event budgets now face the same scrutiny as any other category of spend. Jupiter Prime Training shaped this course for the people who commission venues, hotels and production vendors.

Why Event Management Sourcing and Supplier Contracts Matter Now

Finance and procurement functions increasingly treat meetings and events as a managed spend category, asking for competitive quotes, clear room-block terms and evidence of savings. Venue and hotel markets swing between scarce and surplus capacity, so attrition, cancellation and force majeure wording can shift large sums between buyer and supplier. Sponsors and attendees also expect lower waste and responsible sourcing of catering, staging and travel. Organisations that buy events well secure dates, rates and service levels; those that sign supplier paper unread absorb penalties and disputes. The course draws on ISO 20121 Event Sustainability Management Systems and ISO 20400 Sustainable Procurement guidance.

Who Gains Most from Event Management Sourcing and Supplier Contracts

- Professionals who own the corporate meetings and events spend category
- Leads who select venues, hotels and destination partners for flagship conferences
- Specialists who tender audiovisual, staging, catering and registration services
- Buyers who negotiate room blocks, food and beverage minimums and cancellation terms
- Officers who reconcile supplier invoices and evaluate vendor performance after events

A joint group of event planners and category buyers from one organisation gains most when they attend together and agree one sourcing route for every major event.

Event Management Sourcing and Supplier Contracts Capabilities

Each outcome moves an event from a statement of objectives to signed, enforceable supplier commitments and a settled final account.

- Specify event requirements as a venue and services brief suppliers can price — event sponsors
- Design a request for proposal and weighted scoring sheet for venues — sourcing decisions
- Calculate total event cost, including attrition exposure and service charges — finance approval
- Weigh hotel contract clauses on attrition, cancellation and force majeure — legal reviewers

- Build a supplier risk and contingency register covering crowd safety vendors — risk owners
- Assess supplier performance and reconcile final invoices against contract — renewal choices

Key Event Management Sourcing and Supplier Contracts Terms

- Room block — a set number of hotel rooms held at an agreed rate for attendees until a stated release date.
- Attrition clause — contract wording fixing how far room or catering pickup may fall below commitment before the buyer pays damages.
- Food and beverage minimum — the least catering spend a venue requires, often tied to free use of function space.
- Destination management company — a local supplier arranging transport, excursions and ground services for visiting event groups.
- Force majeure — a clause excusing performance when events beyond either party's control make the event impossible or unlawful.
- Event reconciliation — the post-event check of supplier invoices against contracted rates, quantities and agreed concessions.

Event Management Sourcing and Supplier Contracts Day by Day

Day 1: Events as a Managed Spend Category

- Meetings and Events Spend Mapping — Visibility Across Departments
- Strategic Meetings Management Policy — Approval Routes for Events
- Event Objectives and Return on Objectives — Sourcing Priorities
- Stakeholder Roles Between Planners and Buyers — Decision Rights
- Event Portfolio Segmentation — Flagship, Regional and Internal Events

Day 2: Requirements and the Event Brief

- Event Specification Template — Capacity, Layout and Service Levels
- Attendee Profile and Pattern Data — Room Night Forecasts
- Function Space Diary — Plenary, Breakout and Exhibition Needs
- Accessibility and Inclusion Requirements — Venue Shortlisting Criteria
- Brief Sign-Off With Event Sponsors — Scope Before Market Approach

Day 3: Venue and Destination Sourcing

- Destination Comparison Matrix — Access, Seasonality and Cost
- Venue Request for Proposal Structure — Comparable Supplier Responses
- Site Inspection Checklist — Verifying Capacity and Back-of-House
- Weighted Venue Scoring — Balancing Rate, Fit and Risk
- Destination Management Company Selection — Ground Services Coverage

Day 4: Hotel and Venue Contract Terms

- Room Block and Release Date Terms — Pickup Exposure Control
- Attrition and Cancellation Schedules — Sliding Damage Scales
- Food and Beverage Minimums — Function Space Trade-Offs
- Force Majeure and Change of Circumstance Wording — Risk Allocation
- Concessions and Complimentary Ratios — Value Captured in Writing

Day 5: Production and Service Vendor Tenders

- Audiovisual and Staging Scope of Work — Technical Rider Alignment
- Catering Tender Specification — Menus, Dietary Needs and Waste
- Registration and Badging Services — Data Handling Requirements
- Exhibition Stand Contractor Selection — Build Quality and Timelines
- Vendor Bundling Versus Separate Lots — Coordination Burden

Day 6: Budgets and Commercial Negotiation

- Event Budget Model — Fixed, Variable and Per-Attendee Costs
- Total Event Cost Calculation — Service Charges and Hidden Fees
- Negotiation Plan for Venues — Shoulder Dates and Rate Leverage
- Multi-Event Agreements With Hotel Groups — Volume Commitments
- Payment Schedules and Deposits — Cash Flow and Supplier Security

Day 7: Supplier Risk, Safety and Contingency

- Supplier Risk Register — Financial, Operational and Reputational Exposure
- Crowd Safety and Security Vendor Requirements — Duty of Care Evidence
- Insurance Requirements in Supplier Contracts — Liability and Cancellation Cover
- Contingency Venue and Backup Supplier Options — Disruption Response
- Health, Safety and Permit Responsibilities — Supplier Versus Organiser Duties

Day 8: Sustainable Event Sourcing

- ISO 20121 Event Sustainability Management Systems — Sourcing Requirements
- ISO 20400 Sustainable Procurement Guidance — Supplier Selection Criteria
- Venue Sustainability Questionnaire — Energy, Water and Waste Data
- Food Waste and Surplus Redistribution Terms — Catering Contract Clauses
- Local Supplier Participation — Community Benefit Weighting

Day 9: On-Site Supplier Control and Reconciliation

- Supplier Run Sheet and Contact Matrix — On-Site Escalation
- Banquet Event Orders and Change Logs — Variation Approval
- Final Account Reconciliation — Invoice Checks Against Contract
- Supplier Performance Scorecard — Rebooking and Exit Decisions
- Post-Event Return on Objectives Report — Spend Justification

Day 10: Practising the Event Sourcing and Supplier Contract Plan

- Venue Proposal Evaluation Exercise — Applying Weighted Scoring to Bids
- Hotel Contract Mark-Up — Applying Attrition and Force Majeure Terms
- Event Budget Stress Test — Applying Total Cost and Pickup Scenarios
- Supplier Risk Simulation — Applying Contingency and Safety Requirements
- Event Sourcing and Supplier Contract Plan — Venues, Vendors and Terms

Applying Event Management Sourcing and Supplier Contracts After the Course

- Map last year's meetings and events spend by supplier and event type, then propose which venues and hotels warrant a multi-event agreement.
- Mark up the standard hotel contract template with preferred attrition, cancellation and force majeure wording and agree it with legal reviewers.

Event Management Sourcing and Supplier Contracts Questions FAQ

What is event management sourcing and supplier contracts, and why does it matter now?

It is the discipline of buying venues, hotels and event services through structured briefs, competition and well-drafted contracts. It matters now because finance teams scrutinise event spend and venue markets make attrition and cancellation terms costly when overlooked.

Which roles gain most from event management sourcing and supplier contracts training?

Event leads, corporate meetings owners and category buyers gain most. They write venue briefs, run proposals, negotiate hotel and production contracts and settle final accounts with suppliers after each conference or exhibition.

How does event management sourcing and supplier contracts training differ from an event strategy course?

An event strategy course centres on concept, content, attendee experience and show-day operations. This course centres on the commercial side: specifications, requests for proposal, contract clauses, negotiation, supplier risk and reconciliation of what was bought.

What do you bring back from event management sourcing and supplier contracts training?

You bring back a sourcing and contract plan for a real event, with a venue scoring sheet, marked-up hotel contract terms, a budget model, a supplier risk register and a reconciliation checklist.

Event Management Sourcing and Supplier Contracts: The Way Forward

The Event Sourcing and Supplier Contract Plan first informs which venues receive the next request for proposal and which contract terms are non-negotiable. Planners, buyers and legal reviewers share it. After the first event under the plan, revisit pickup forecasts, attrition exposure and supplier scorecards to judge whether the terms protected the organisation as intended.