

# FEM205e Venue and Space Management

**Level:** 2

**Credit Units:** 5 Credit Units

**Language:** ENGLISH

**Presentation Pattern:** EVERY JAN

**E-Learning:** BLENDED - Learning is done MAINLY online using interactive study materials in Canvas. Students receive guidance and support from online instructors via discussion forums and emails. This is supplemented with SOME face-to-face sessions. If the course has an exam component, this will be administered on-campus.

## **Synopsis:**

FEM205 Venue and Space Management will equip students to evaluate, plan, manage and operate spaces at venues for events and facilities management in this course. It covers layout of site and floor plans, traffic circulation routes, allocation of space for 'front of the house' activities, event areas, event services & supports and visitor management, planning of security & emergency/ evacuation routes. The course also looks at temporary set-up of facilities and logistics involved and maximizing the value of space and assets owned or rented by an organization.

## **Topics:**

- Introduction to Venues and Space Management
- Types of Venue and Space
- Venue and Spatial Requirements
- Venue and Space Issues
- Selection criteria for Venue & Space
- Evaluation for Venue & Space
- Management of Venues & Spaces
- Logistics involved in Venue and Space Management
- Operational Management of Venue & Space to Maximize Value, Functionality & Productivity
- Licenses, Permits and Guidelines
- Security Management of Venue & Space
- Analyzing the Emerging Trends

## **Textbooks:**

Glenn McCartney: Event Management - An Asian Perspective (e-book) 2010 McGraw-Hill  
ISBN-13: 9781307341737

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**Learning Outcome:**

- Explain the concepts of venue and space management
- Discuss key theories and methods to evaluate and propose novel solutions for designing or redesigning space, facility or workspace
- Determine venue and space issues such as logistics set-up, venue facilities, event contingency planning and security
- Outline novel solutions for designing or redesigning facility and workspace
- Demonstrate ability to manage venue and space management projects effectively using good organization, planning, operations and project management skills, and demonstrate working knowledge of finance, budgeting and resource allocation
- Inspect a venue for an event, including its drawings and security plans, and understand threats to venues

**Assessment Strategies:**

<b>Continuous Assessment Component</b>	<b>Weightage (%)</b>
PRE-CLASS QUIZ	2
PRE-CLASS QUIZ	2
PRE-CLASS QUIZ	2
TUTOR-MARKED ASSIGNMENT	10
TUTOR-MARKED ASSIGNMENT	14
<b>Sub-Total</b>	<b>30</b>

<b>Examinable Component</b>	<b>Weightage (%)</b>
Written Exam	70
<b>Sub-Total</b>	<b>70</b>

**Weightage Total** **100**