

Events Co-ordinator – Mini Event Proposal & Budget

Scenario:

You have been appointed as the Events Co-ordinator for a **one-day interdisciplinary SAASS workshop** for 20 students from different universities and/or countries, focused on archaeology, heritage, or science communication.

Instructions:

Plan an event and create a budget **with a maximum budget of R100 000.00**, keeping the task concise.

Key Requirements:

1. Venue & Logistics

- Select a suitable venue.
- Plan catering (refreshments and lunch).
- Include transport or accommodation if relevant.

2. Programme & Activities

- Outline a brief schedule (morning & afternoon sessions).
- Include at least one interactive or skill-building activity.

3. Budgeting

- Provide a simple breakdown of costs (venue, catering, speaker fees, materials, transport, etc.).
- Ensure the total does not exceed R100 000.00.

4. Justification & Planning

- Briefly explain your choices for venue, catering, and activities (max 200 words).
- Describe how you will ensure smooth execution.

Format & Submission:

- Submit as a **single PDF** including proposal and budget table.
- Ensure originality—plagiarism or AI-generated content is not acceptable.

Skills Demonstrated: Event planning, budgeting, organisation, problem-solving, and strategic thinking.