

Key facts

- ▶ Intakes: October, January, April and July
- ▶ Campus: Toronto
- ▶ 12-month program
- ▶ Full-time
- ▶ Daytime classes
- ▶ Internship
- ▶ Diploma program
- ▶ Payment plans available

Event and Venue Management

Toronto Campus - Domestic students

Become a versatile and successful professional in the show and event management industry. Product launches, organising a dream wedding or working backstage to ensure performances and other largescale shows flow smoothly — these are just some of the things an event/venue manager works on within the wider hospitality and entertainment sectors.

This course emphasises event planning, marketing, finance, contract negotiations, advertising and venue operations management, to give you the skills and knowledge necessary to enjoy a successful career. This is a full-time, 48-week program that will launch you from a novice to an expert in just four terms.

Program overview

Program structure

Term 1

Computer Basics	47.5h
Event Industry Software	77.5h
Multimedia Stage Production	22.5h
Theatrical Staging and Design	22.5h
Event Planning Contracts	22.5h
Finance and Budgeting	45h
Risk Management	22.5h

Term 2

Event Planning	180h
Exhibit Marketing	22.5h
Tour Management	22.5h
Facility Management	22.5h
Career Development	12.5h

Term 3

Communications	102.5h
Event Marketing	90h
Corporate Presentations	67.5h

Term 4

Industry Internship	180h
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Skills and competencies

- ▶ Plan, manage and coordinate all logistics for an event
- ▶ Plan and execute the marketing and promotion of an event
- ▶ Hire, train and supervise support staff
- ▶ Ensure compliance with various laws and regulations
- ▶ Negotiate service agreements
- ▶ Organize the production and logistics of concerts for musicians
- ▶ Modify and adapt the décor and design of venues to suit the theme of an event
- ▶ Develop a professional network within the industry
- ▶ Effectively navigate the industry
- ▶ Understand and implement career development activities
- ▶ Fundraise

Employability and career

75% of our students have secured employment within six months of graduation.*

Our graduates have gone onto pursue successful careers in the following roles:

- ▶ Convention/exhibition planner
- ▶ Event coordinator
- ▶ Event designer
- ▶ Event manager
- ▶ Event planner
- ▶ Event supervisor
- ▶ Fundraising coordinator/manager
- ▶ Resort activities director
- ▶ Volunteer coordinator/manager

About Trebas

1979

Since 1979, Trebas Institute's mission has been to train talented individuals, enabling them to acquire the skills needed to become assets within the business, technology, and entertainment industries.

As a private career college, we provide programs that allow students to be at the forefront of the entertainment industry with the help of state-of-the-art facilities.

Trebas Institute's programs are taught by celebrated instructors who are experts in their fields and our regularly updated curriculums and syllabi provide students with an edge when entering the jobs market.

Location

Nestled in the heart of downtown Toronto, Canada.

Industry experts

Programs powered by renowned experts — giving students a competitive edge.

Internship

Complete an internship as part of this program to boost your resume.

Career Services

Lifetime career guidance.

Business network

Join a strong network of business partners.

Facilities

Sign-out labs, recording and post-production studios, audio and filmmaking equipment, well-equipped classrooms, a student lounge and more!

Intakes

There are several intakes throughout the year — October, January, April and July.

How to apply

Entry requirements

To be admitted into a program of study offered by Trebas Institute, you must:

- ▶ Possess an Ontario Secondary School Diploma (grade 12) or its equivalent, or have mature student status (18 years of age or older)
- ▶ Provide a social insurance number and a valid government-issued photo ID
- ▶ Participate in an informal interview with an admissions counselor

Candidates may be asked to provide additional information, including a portfolio or several samples of work in your chosen field to determine your suitability for admission. If you do not have prior experience or access to samples, we ask for a 500-word essay/letter of intent detailing your accomplishments, future goals and objectives.

Possession of the minimum admissions requirements does not, in itself, guarantee admission.

Please note: You may still qualify if you are not a high school graduate, but you may be asked to undergo a Wonderlic Basic Skills assessment in both English and Math.

How to apply

To find out how you can enrol, email: info@trebas.com or call one of our advisors at +1 416 966 3066

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