EUROPEAN PRISON EDUCATION ASSOCIATION

Budget EPEA Conference						
Event Managment Tasks						
Tasks						
Before the Conference						
Permanent Exchange with EPEA's responsibles						
Negotiations with venue						
Building up a website (update the one from last conference, new graphic design)						
Elaborating Registration Process						
Managing Participants List and Invoicing (with EPEA treasurer)						
Production of Conference Badges						
Production of electronic Conference Agenda / Booklet						
Production of Backdrop 2.5x3.5m						
Production of Roll Banner						
Hiring of Photographer (according to defined timeslots, 5 days)						
Hiring of Videographer (according to defined timeslots, 4 days)						
Organising Live Stream of General Assembly (2h on Tuesday afternoon)						
Tasks						
During Conference						
Registration Desk (Tuesday afternoon / Wednesday)						
Infodesk (Thursday - Saturday 12.00)						
Tasks						
After the Conference						
Debriefing						
Complete and Detailed Invoice						
EPEA						
Photographer						
Videographer						
Entertainment						
Venue						
Technician						

Adrian von Muralt
Echo-Film
DJ Slamanik / zapzarap/