



EASTERN GREENWICH

Entertainment Pvt. Ltd.

Eastern Greenwich Entertainment Pvt Ltd has a well-defined risk management policy, Events often involve numerous variables—venues, attendees, vendors—all of which come with inherent risks. By implementing a thorough risk assessment strategy before an event occurs, Eastern Greenwich Entertainment Pvt Ltd can ensure safety and security while providing attendees with an enjoyable experience.

Event management is an intricate dance of planning and execution. It requires a keen eye for detail and the ability to adapt to changing circumstances. From corporate conferences to weddings, each event has its unique requirements.

Risk Methodology

Risk Methodology of Eastern Greenwich Entertainment Pvt Ltd will consider the following elements:

Provide an overview of risk methodology in event planning & emphasize the significance of identifying, analysing, evaluating, and mitigating risks to ensure successful event execution.

1. **No of Risks in Event Management:** Discuss the various types of risks inherent in event management, such as operational risks, financial risks, safety and security risks, and reputational risks. Highlight the importance of addressing these risks proactively.
2. **Risk Assessment Process:** Steps involved in the risk assessment process, including risk identification, risk analysis, risk evaluation, and risk treatment. Emphasize the need for a systematic approach to assess and manage risks effectively.
3. **Tools and Techniques:** Discuss common tools and techniques used in risk methodology, such as risk assessment matrices, SWOT analysis, scenario analysis, and risk registers. Explain how these tools can help event planners identify and prioritize risks.
4. **Risk Mitigation Strategies:** Provide examples of risk mitigation strategies that event planners can implement to reduce the impact of potential risks. This can include contingency planning, insurance coverage, contract negotiations, and emergency response plans.
5. **Case Studies:** Include real-life examples or case studies that demonstrate how effective risk methodology has helped mitigate risks and ensure the success of events. Highlight best practices and lessons learned from these examples.



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6. Expert Insights: Consider including quotes or insights from industry experts on the importance of risk methodology in event management. This can add credibility to your content and provide valuable perspectives to your readers. Emphasizing the importance of incorporating risk methodology into event planning processes. Encourage event planners to prioritize risk management to ensure the success and smooth execution of their events.

Phases of contract lifecycle

Eastern Greenwich Entertainment Pvt Ltd discusses the event management phases of the contract life cycle for events.

1. Initiation: This phase involves identifying the need for an event, setting objectives, and determining the scope of work. At this stage, the initial discussions regarding the event contract take place, outlining the terms and conditions that will guide the event planning process.
2. Planning: In this phase, detailed planning for the event takes place, including drafting event proposals, creating budgets, and developing timelines. During this phase, the contract terms are further refined, including key deliverables, payment schedules, and cancellation policies.
3. Negotiation: The negotiation phase involves discussing and finalizing the contract terms with the event stakeholders, such as clients, vendors, and venues. This phase may also involve clarifying any ambiguities in the contract and ensuring that all parties are in agreement with the terms and conditions.
4. Execution: Once the contract is signed, the execution phase begins, during which the event planning and management activities are carried out according to the agreed-upon terms. This phase involves coordinating all aspects of the event, including logistics, staffing, and communication with stakeholders.
5. Monitoring and Control: Throughout the event planning process, it is essential to monitor the progress against the contract terms and make any necessary adjustments to ensure successful event delivery. This phase involves tracking performance metrics, managing risks, and addressing any issues that may arise during the event planning and execution.

Issue Management

Issue management is an essential process we ensure that any potential issues or problems are identified, addressed, and resolved quickly and efficiently before they impact the success of an event, by following procedures

1. Identification of Issues: The first step in issue management is identifying any potential problems that may arise during the planning and execution of



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events. It is essential to have effective communication channels in place to identify and escalate any issues immediately. This can include regular team meetings, event planning software, and clear reporting structures.

2. Assessment of Issues: After issues are identified, an assessment must take place to determine their potential impact on the event and the best way to resolve them. This involves gathering information, analysing the situation, and evaluating the risks and consequences.

3. Priority Management: Not all issues are equal in terms of their impact on the event or urgency of resolution. Therefore, it is crucial to prioritize the issues based on their potential impact. The priority management process involves assigning a priority level to each issue and addressing them accordingly.

4. Resolution and Escalation Eastern Greenwich Entertainment Pvt Ltd have a plan of action in place to address potential issues and resolve them as quickly as possible. This process involves developing contingency plans, assigning responsibilities for issue resolution, and notifying stakeholders of the issue and resolution plan. In cases where issues cannot be resolved at the event management level, escalation processes must be in place to ensure swift resolution.

5. Documentation and Evaluation: It is essential to document and evaluate all issues and resolutions to learn from past situations and improve future events. This involves tracking and recording all issues that may arise during event planning and management, analysing their causes and resolutions, and incorporating insights into future event planning processes.

Oversight and management of fourth parties/sub-contractors

we ensure that all aspects of the event meet the desired standards and comply with contractual obligations & we consider including the following key points:

1. Selection and Evaluation: When selecting sub-contractors or fourth-party vendors, it is essential to assess their capabilities and suitability for the event. This may involve evaluating their track record, expertise, references, and compliance with relevant regulations. Proper due diligence should be conducted to ensure that the selected vendors align with the event's goals, values, and quality standards.

2. Contractual Agreements: Clear contractual agreements should be established with sub-contractors, outlining the specific services they will provide, performance expectations, timelines, payment terms, and any confidentiality or intellectual property considerations. The agreements should also include provisions for content creation and delivery, ensuring that sub-contractors adhere to specific content requirements and standards.

3. Quality Control and Compliance: Event managers should establish a process for quality control and compliance checks to ensure that the content



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delivered by sub-contractors meets the agreed-upon standards. This may involve conducting thorough content audits and verifying accuracy, consistency, and legal compliance.

4. Continuous Monitoring and Feedback: Throughout the event planning and management process, it is crucial to monitor and provide feedback on sub-contractor content to maintain consistency and improve performance. Regular evaluations and feedback sessions enable the event managers to address any issues promptly and make necessary improvements.