

How to Organise Corporate Hire and Private Events in Museums

Friday 11th October

Seminar Room 2, Sackler Centre



Programme

- 10.30 – 10.45** **Welcome and Introductions**
- 10.45 – 11.15** **Introduction to Corporate Hire and Private Events at the V&A**
An Introduction to the V&A events team and structure as well as an overview of types of V&A events and event spaces.
Nathalie Glaser, Head of Corporate Events
- 11.15 – 12.00** **Selling your Museum**
This session looks at how to sell and market your museum for events, looking at how the Museum of Childhood has significantly built its event business over the last few years.
Anisha Sampath, Corporate Events Manager, Museum of Childhood
- 12.00 – 12.30** **Tour of the V&A's spaces**
- 12.30 – 13.30** **Lunch (provided)**
- 13.30 – 14.30** **Corporate and Event Hire: A Practical toolkit**
- How to tender for contracts
 - How to build your terms and conditions
 - How to create rules and regulations which keep your conservators happy(ish!)
 - How to create and work with your event budget
 - How to deal with unforeseen situations
- 14.30 – 15.45** **Working in heritage sites workshop**
This session gives participants the opportunity to respond to a brief and come up with an event in a heritage site. Participants will work in groups and receive feedback from the V&A Corporate events team.
- 15.45 – 16.00** **Break**
- 16.00 – 16.30** **Making the most of your site: new income streams**
This session will look at ways of maximising opportunities for your space for events.
Rachel Quilliam Scott, Senior Corporate and Private Events Manager
- 16.30 – 17.15** **Filming at the V&A**
This session explores how to use your museum as a filming location.
Rachel Lloyd, Filming and Location Hire Manager

17.15 – 17.30 Discussion and Close

*****this programme is subject to change**