This course will provide you with the knowledge and basic skills to organize, plan, and process special events. Event planning can help provide for a safe and secure venue, reduce liability, and efficiently manage pedestrian and vehicle traffic.

We will review the basic Incident Command System (ICS) models that are most effective in managing various small to large scale events. We’ll provide you with current information on planning and use real world scenarios for instruction and analysis. You will be required to participate in interactive group exercises to plan an assigned event for evaluation and class discussion.

We will teach you where to find resources, examples, and information to plan an event accordingly and you will learn the importance of networking with internal and external entities to make an event successful. There will be discussion into “fixed” or pre-planned events that transition into “no notice” or dynamic/sudden events with an emphasis on the importance of training and experience in planning special events.

In addition, you will learn how to document the special event in an After Action Report to highlight the successes, challenges and suggested improvements for future events. Compliance with applicable accreditation standards will also be examined.

**Topics include:**
- Overview of the National Incident Management Systems/Incident Command Systems (NIMS/ICS)
- Incident action plans
- Establishing partnerships
- Developing successful production meetings
- Establishing roles for staffing special events
- Dynamic/sudden and fixed/pre-planned events
- Application processes/permitting
- Risk management/harm reduction theory
- After Action Reports/accreditation standards
- Group discussion/case study/practical exercises

**Note:** You are encouraged to bring a laptop for group activities.

**Audience:** Public safety, law enforcement, corrections, Fire Rescue, Emergency Management, and private sector personnel

Course Fee: $595

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**REGISTRATION AND FEES**

Full payment must accompany all registrations. You may register online at www.iptm.org and pay with your Visa, MasterCard, Discover or American Express credit card, or you may download a registration form and mail it to IPTM with a check.

**CANCELLATION/ REFUND POLICY**

Complete the Cancellation Request Form and return it to IPTM. No telephone cancellations will be accepted. A 20% administrative fee will be assessed to all refunds if the cancellation request is received within 14 days of the course start date. In lieu of a refund, student substitutions can be made or a credit can be issued for a future course. No refunds will be given for no-shows.

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**TRANSPORTATION AND LODGING**

Most locations are served by several major airlines. Ground transportation, food and lodging are the responsibility of the student. However, hotels in the listed areas offer a special rate to IPTM program participants. For more information, please visit our website at www.iptm.org or call us at (904) 620-4786.

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**CONTINUING EDUCATION CREDITS**

Continuing Education Units (CEUs) are available through IPTM. Please call us at (904) 620-4786 for details.

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To register for this course online, please visit our website at: www.iptm.org