

The 1st Advanced Certificate in Wedding Directing & Design

第一期國際認可專業婚禮策劃及設計師高級認證課程 (KM055/MG166)

PRACTICAL WEDDING DIRECTING AND DESIGN PRODUCTION

(8 July 2016 – 9 Sep 2016)

Venue A: Macau Productivity & Technology Transfer Center (澳門生產力暨科技轉移中心)

Venue B: Four Seasons Hotel Macau (澳門四季酒店)

內容大綱	上課時間	上課日期	上課地點
Introduction to Wedding Planning & Design, Running a successful wedding business, Industry norms and tricks 環球婚禮策劃與設計的行業發展、婚禮事業運營之道	6:45pm –9:45pm	8 July (Fri)	澳門生產力暨科技轉移中心
International Wedding Etiquette and Customs, Religion Weddings, Wedding Rehearsal, Church set up 西式婚禮禮儀和習俗、宗教婚禮及婚禮綵排督導	10am–1pm 2pm–6pm	10 July (Sun)	澳門四季酒店
Wedding Ceremony and Reception Considerations, Planning and Design, Floor Plans 婚禮儀式和招待會注意事項，規劃設計，樓層平面圖	6:45pm–9:45pm	15 Jul (Fri)	澳門生產力暨科技轉移中心
Special Weddings and Considerations, Set up and Floor plan Design & Case Study: Beach, Lawn, Hotel, Restaurant and Museum... 特色婚禮流程設計及佈局、亮點設計及案例研究	6:45pm–9:45pm	22 Jul (Fri)	澳門生產力暨科技轉移中心
Wedding Banquet Management, Food & Beverage, Hotel Structure and Organization, How to design a Theme Wedding Timeline 宴會管理、餐飲及酒店架構、婚紗秀製作	10am–1pm 2pm–6pm	24 Jul (Sun)	澳門四季酒店
Wedding in 5 Senses Design Concept, Design Process, Wedding Inspiring Board and Theme Wedding Proposal 五感主題婚禮設計及製作、撰寫計劃書及靈感版製作	6:45pm–9:45pm	29 Jul (Fri)	澳門生產力暨科技轉移中心
Fundamental Personal Image, Bridal Image Creative, Study of Color, Practical and Bridal Show 個人形象管理、基礎色彩學、新娘形象設計及製作	10am–1pm 2pm–6pm	7 Aug (Sun)	澳門四季酒店
Wedding Planning Management, Wedding Directing Document, Master the first meeting with couple, Proposal Presentation 專案管理、與新人會面及主題婚禮建議書專案報告	6:45pm–9:45pm	12 Aug (Fri)	澳門生產力暨科技轉移中心
Wedding Directing Organization, Timeline writing, Master of Ceremony, Special Entertainment Design and Management 婚禮策劃團隊不同角色及責任、編制流程表、公開演說及司儀技巧、特別節目安排	6:45pm–9:45pm	19 Aug (Fri)	澳門生產力暨科技轉移中心
Theme Wedding Design & Production, Bridal Assistant Training, How to Dress and Bride and a Groom, Real Wedding Orchestration & Directing 主題婚禮場地佈置、專業新娘助理、新娘新郎形象及禮儀、綵排及預演、主題婚禮現場督導	10am–1pm 2pm–6pm	21 Aug (Sun)	澳門四季酒店
Wedding Decoration and Details Production, Stationery, Pre-event Wrap up and Production 主題婚禮場地佈置製作、婚禮前會議	6:45pm–9:45pm	26 Aug (Fri)	澳門生產力暨科技轉移中心
Bridal Bouquet and Corsage design and production, Event production basic, Stage Management 婚禮花藝設計及製作 (新娘花球、襟花、餐枱設計)	10am–1pm 2pm–6pm	3 Sep (Sat)	澳門四季酒店
Table Manner and Social Skills Training, Formal Luncheon, Oscar-dress Personal Portrait 商務禮儀、社交禮儀及餐桌禮儀、盛裝主題婚宴體驗、形象照拍攝、畢業專題報告	10am–6pm	4 Sep (Sun)	澳門四季酒店
Wedding Crew and Considerations, Vendor Management, Supply Chain, Meet the Vendors, Formal Portrait, Graduation Ceremony 婚禮預算、供應商管理及溝通、大婚日工作流程、形象照及結業典禮	6:45pm–9:45pm	9 Sep (Fri)	澳門生產力暨科技轉移中心

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主辦單位保留取消舉辦課程、更改課程內容和導師安排,以及調動上課日期、時間和地點的權利,而不須先行通知。