

HOSPITALITY & EVENT PLANNING INDUSTRY GUIDE

Updated June 2020



This is a guide to some of the resources available within the Business & IP Centre relevant to the Hospitality & Event planning industry.

Inside you will find sources of information such as market research (statistics, trends and developments), key companies, trade magazines, newsletters, and Internet sources.

This guide will be useful to anyone starting a business within the Hospitality & Event planning industry and also for those wanting to further their knowledge within this area.

Start-Up Information



The Cobra database contains practical fact-sheets on all aspects of starting, running and managing a small business – including information on writing business plans, marketing, company structures etc.

accessible via
electronic
databases

It also covers the practical aspects of how to start and run particular types of businesses – outlining necessary skills, regulations, licences and legislation etc. and highlights other sources of information and advice available.

Available online at www.askaboutbusiness.org with a Manchester library card (also available to library card holders from Blackpool, Bolton, Lancashire, Oldham, Salford, Stockport, Tameside, & Trafford libraries)

Business Opportunity Profiles (BOP)

Audio-Visual Equipment Hire	BOP210
Bridalwear Retailer	BOP200
Children's Entertainer	BOP324
Corporate Event Organiser	BOP038
Entertainment Agent	BOP375
Fashion Accessories Retailer	BOP109
Florist	BOP055
Jeweller	BOP106
Limousine and Specialist Event Vehicle Hire	BOP536
Speciality Cake Maker	BOP346
Wedding Favour Maker	BOP509
Wedding Planner	BOP444
Wedding Stationery Maker	BOP476

Business Information Fact Sheets

Opening a Business Bank Account	BIF043
Alcohol Licensing in England and Wales	BIF437
Business Regulations when Starting Up	BIF341
An Overview of Intellectual Property Rights	BIF012
Checklist for Running a Business from Home	BIF017
Choosing the Right Business Legal Structure	BIF032

Mini Business Opportunity Profiles (Mini BOP)

Flower Confetti Producer	MBP022
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Dinner in the Dark Organiser MBP141

Sector Update

Food and Grocery Retail – Sector Update SEC008

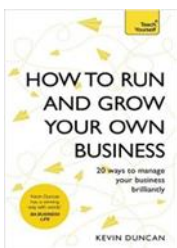
UK Market Synopsis

Cleaning Services SYN067

Wedding Services SYN014

Small Business Help Books

This is a collection of books with practical information aimed at those starting and running a business; the collection is located in the Business & IP Centre.



How to run and grow your own business by Kevin Duncan (published by Teach Yourself, 2016) [SBH. 1 Online resource and SBH.STAR.51]
20 ways to manage your business.



Starting a Business from Home by Colin Barrow (3rd Edition) [SBH.BT.160]
A guide to planning and running a home start-up, reaching a market and creating a profit.

Market Research & Statistics

If you are planning on starting a business you will need to be aware of the latest trends, developments and opportunities within your industry which can all be found from market research.

Market research also covers market size and forecasts, consumer demographics and attitudes, the key players and products and will often include SWOT and PEST analysis showing areas of strength, weakness, opportunities etc.



- **Alcoholic Beverage wholesaling in the UK – G46.342**
- **Bridal Stores in the UK – UK0.015**
- **Car Rental & Leasing in the UK – N77.110**
- **Catering Services in the UK – I56.210**
- **Florists in the UK – UK0.010**
- **Flower & Plant growing in the UK – A01.190**
- **Flower & Plant wholesaling in the UK – G46.220**
- **Food-Service contractors in the UK – I56.290**
- **Full-service Restaurants in the UK – I56.101**
- **Hotels in the UK – I55.100**
- **Juice, mineral water and soft drink wholesaling in the UK – G46.341**
- **Photographic activities in the UK – M74.200**
- **Sea & Costal Passenger water transport in the UK – H50.100**
- **Watch & Jewellery wholesaling in the UK – G46.480**



- **Conference and Events**
- **Food & Drink retailing UK**
- **Seasonal Celebration foods**
- **Specialist Food and Drink retailers**
- **MICE Worldwide**
- **The Ethical Food Consumer**

Other electronic resources:

Many articles about this industry (from business journals and newspapers) are available from our electronic source **Newsbank**.

Contact details and individual reports of companies in this industry are available from:

Creditsafe; Experian; D & B Hoovers.

Trade Magazines and Newsletters

Useful for gaining inside knowledge, recent trends, industry news, company profiles, reviews of new products and services. Some contain annual reviews and company contact lists.

THE CATERER  The Caterer:

Internet Sources

Websites containing free sources of industry statistics, information and contacts.

Alliance of Mobile and Party DJs (AMPdj) Tel: 0333 577 2247

Where benefits include: £10m Public Liability Insurance, member discounts, free web hosting, extra client enquiries, advice and support. www.ampdj.co.uk

Association of British Professional Conference Organisers: the Association of British Professional Conference Organisers (ABPCO)

A Professional body for Association Conference & Event Organisations. They provide membership services to conference and event organisers, and their industry colleagues, deliver not-for-profit and association conferences, welcome students. www.abpc.org

Association of Event Organisers

The trade body representing companies which conceive, create, develop or manage trade and consumer events. It is run by a members elected council, specialist working groups and a fulltime secretariat. www.aeo.org.uk

Companies House Tel: (030) 123 4500

Provides registration and filing services for companies and partnerships, as well as useful leaflets and information. www.gov.uk/government/organisations/companies-house

Confetti

An online retailer of wedding-related products that also provides a list of forthcoming wedding fairs and events. www.confetti.co.uk

Event.org

Event organisers and suppliers. This site has listings for event organisers and suppliers across The UK.

<http://event.org.uk>

Foodhawkers

An online resource that provides industry news and details of markets and events for food traders across the UK. www.foodhawkers.co.uk

Giftware Review

The review is a print publication aimed at buyers in the giftware industry with articles also available online. www.giftwarereview.net

Gifts Today

A trade publication for the giftware industry available online or in print. www.gifts-today.co.uk

Ice the Cake

Award winning cakes – Bedfordshire. Provides cakes for all occasions - special events, wedding, birthdays and proms. www.labellecakecompany.co.uk

Institute of Hospitality Tel: (020) 8661 4900

A professional body representing managers and aspiring managers in the hospitality, leisure and tourism industry. It accredits professional development programmes and publishes industry reports and management guides. www.instituteofhospitality.org

National Association of DJs (NADJ) Tel: (020) 3002 0866

A national support network of DJs and branches, sharing their experience, skills and knowledge. www.nadj.org.uk

National Association of Professional Wedding Services (NAPWS)

The UK's only national wedding association, once accepted as a member you will be added to the Wedding Association Directory. www.theweddingassociation.co.uk

The Autumn Fair

An annual gift and home ware trade event held each September at the NEC, Birmingham. www.autumnfair.com

The Event Hire Association (EHA) Tel: (0121) 380 4600

A trade body representing providers of plant, tool and equipment hire in the UK and overseas. It provides training, legal help and financial advice for its members, as well as specialist support services such as safety checks. www.eha.org.uk

The Event Services Association

The official journal of TESA - the UK body representing event organisers and suppliers to the industry.

www.tesa.org.uk

The Flowers and Plants Association

A trade body representing firms involved in growing and selling flowers and related products.

www.flowers.org.uk

The Food People

An online resource that provides the latest industry news and food trend reports.

www.thefoodpeople.co.uk

The Food Standards Agency

An independent government department that provides information about legislation, training requirements and safety and hygiene advice. www.food.gov.uk

The Giftware Association

Represents retailers in the gift, home and fashion accessories industry. www.ga-uk.org

The Nationwide Caterers Association

Represents catering services, including fast food retailers and mobile caterers, and provides information and training. The annual fee for standard membership is £219. www.ncass.org.uk

The Purple Guide

Provides information on health, safety and welfare at music and other events. There is a subscription fee £25 for 12 months access to the Purple Guide website.

<https://thepurpleguide.co.uk>

The Royal Horticultural Society (RHS)

Provides seasonal tips and expert guides for growing flowers. www.rhs.org.uk

People 1st

The sector skills council for hospitality etc. in the UK. www.people1st.co.uk

PRS for Music Tel: (020) 7580 5544

A UK-based license organisation to play, perform or make available copyright music on behalf of their members and those of overseas societies, distributing the royalties to them.

www.prsformusic.com

Professional Lighting and Sound Association (PLASA) Tel: (01323) 524120

PLASA helps its members by providing solutions, guiding the industry and facilitating business growth. Their network of companies and individuals supply creative technologies and innovative services to an event, entertainment and installation industries worldwide.

www.plasa.org

Real Food Festivals

An online resource that provides news about the regular Real Food markets and festivals taking place in London. www.realfoodfestival.co.uk

UK Hospitality Tel: (020) 7404 7744

A trade body representing the hospitality sector in the UK, including bars, coffee shops, hotels and leisure venues. It campaigns on behalf of its members, publishes industry reports and provides opportunities to share best practice. www.ukhospitality.org.uk

Wedding DJ Alliance (WDJA) Tel: 0333 577 2247

Specialise in wedding disco entertainment.

www.weddingdja.co.uk

Please note that every effort has been taken to ensure the accuracy of the information contained in this document, however some recently acquired items may since have been added to the collection.



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