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Use the tips in the following list for successful meeting and event planning: Make sure meeting objectives are clear and concise. Determine whether it ' s necessary to meet at all, or whether you can accomplish your objectives in another way. Choose the right meeting location — one with the right number, size, and shape of

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Your event master plan should encompass all aspects of the event, including: Venue, logistics, & catering management (contracts, permits, insurance, etc.) Speakers and presenters (identifying, confirming, logistics & management) Activities and entertainment.

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Planning For Dummies point. This book gives alot of websites to help with event planning. Also, it gives information of things that you would never think about when planning an event. Meeting and Event Planning For Dummies by Friedmann, Susan ... Meeting & Event Planning For Dummies is a practical step-by-step guide to the

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New York meeting and event planning guide. A complete guide to venues, local promotions, transportation, meeting statistics, and more.

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Orchestrating business meetings and events. Meeting and Event Planning For Dummies offers savvy advice for planning business meetings and events that run smoothly Read more...

Expert advice on how to stage the perfect event every time "A terrific resource of information for anyone in the event-planning business." --James Spellos, CMP, President, Meeting U. Meeting & Event Planning For Dummies is a practical step-by-step guide to the strategies and techniques event-planning professionals use to bring people together. This comprehensive resource covers all the angles from the little details to

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the big picture to make sure your business meetings and special events come off without a hitch! Praise for Meeting & Event Planning For Dummies "Packed with valuable information in an easy-to-use format. [It] covers all the basics for the meeting planning novice." --Diane Silberstein, President, Diane Silberstein & Associates "A great resource book every event professional should have.... Checklist heaven! We all love our checklists, and this book is full of them!" --Cathy Breden, CAE, CMP

Whether you want to break into this burgeoning industry, or you simply need to plan an event and don ' t know where to start, there ' s something for all would-be event

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Planners in Event Management For Dummies. Packed with tips, hints and checklists, it covers all aspects of planning and running an event – from budgeting, scheduling and promotion, to finding the location, sorting security, health and safety, and much more. Open the book and find: Planning, budgeting and strategy Guests and target audience Promoting and marketing events Location, venue and travel logistics Food, drink, entertainment and themes Security, health and safety, permissions, insurance and the like Tips for building a career in event management

This bestselling all-in-one guide to the event planning business is back and better than ever, fully

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Updated and revised to reflect the very latest trends and best practices in the industry. This handy, comprehensive guide includes forms, checklists, and tips for managing events, as well as examples and case studies of both successful and unsuccessful events. Judy Allen (Toronto, ON, Canada) is founder and President of Judy Allen Productions, a full-service event planning production company.

Congratulations, you ' re planning a wedding! Besides obtaining a fancy tuxedo and a stunning gown, organizing a wedding ceremony takes creativity, planning, diplomacy, and nerve. The whole ordeal can seem overwhelming at first, but with a little guidance,

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you’ll pull off a wedding people will remember for ages. **Wedding Planning For Dummies, 2nd Edition** demystifies and simplifies all the details that go into the Big Day, providing inspiration and innovative ideas to personalize your wedding celebration and, of course, make it fun for everyone—especially you! This one-stop guide is all you need to:

- Design a comprehensive schedule for a snag-free wedding day
- Keep track of expenses with a wedding budget
- Negotiate contracts and surf online for deals
- Get those pesky financial technicalities out of the way
- Plan a weekend wedding, a themed wedding, and other celebrations
- Select a suitable wedding party
- Plan for various customs and rites
- Get the

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Decorative effect you want Throw a great reception with music, food, drink, and cake! Handle gifts, registries, rings, photos, and the honeymoon Packed with tips for saving money and common kitsch you should avoid, this is the ultimate guide to satisfying everyone on the Big Day. You ' ll discover the confidence you need to make the wedding of your dreams come true with *Wedding Planning For Dummies, 2nd Edition!*

The Event Planning Toolkit will help you rise to the occasion to plan and execute extraordinary meetings and events by getting organized, reducing time-wasting mistakes, and inspiring creativity. The Event Planning Toolkit

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Provides the information you need to prepare and execute each aspect of your event with precision and enjoy the big day with less stress and fewer unpleasant surprises. It provides the assistance you need to make your event a real hit. Many people find the thought of planning an event to be an intimidating prospect. They think they 're not organized enough, or they don ' t have the experience required to pull it off. But whatever the occasion, the path to success is straightforward; it ' s a matter of thinking through the details and using a proven strategy to create an action plan and execute that plan on time and on budget. In this book, you will not only learn how to manage your scope, time, and

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Resources, but also identify goals, create a budget, find the right venue, assemble an effective team, and much more. Use The Event Planning Toolkit to uncover some juicy nuggets of information that you can apply to your next event and give you the courage and confidence take on any new project or assignment that comes your way.

Practical tools and expert advice for professional event planners
Before planning an event, there is much that must be done behind the scenes to make the event successful. Before any thought is even given to timing or location of the event, before the menus are selected and the decor designed, there are proposals to be written,

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fees and contracts to be negotiated, and safety issues to be considered. This book takes you behind the scenes of event planning and explains every aspect of organizing and strategic planning. This book will be of value to both the professional event planner and to clients who are dealing with planners. Its comprehensive coverage includes: how to prepare winning proposals, and how to understand them if you are the client; how to determine management fees; negotiating contracts; safety issues; designing events in multicultural settings; and new technology that makes operations more efficient (such as online registration and response management, database project management tools). The book also

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includes practical tools such as sample letters of agreement, sample layouts for client proposals, forms, and checklists. Professional event planner Judy Allen offers first-time or professional event planners all the top-class advice they need to make their special events come off without a hitch.

START YOUR OWN EVENT PLANNING BUSINESS AND CELEBRATE ALL THE WAY TO THE BANK! Weddings, graduations, birthday parties, anniversaries, and conferences—what do these all have in common? Everyone would rather hire someone else to plan and run them! That someone can be you. Take your passion for

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Event planning to the next level with in-the-trenches advice and tools you need to start, run, and grow a successful business. From writing a solid contract to finding reliable vendors, our experts help you identify your niche, teach you how to scout potential clients, evaluate the competition, market your business, and more. Discover how to: Identify a niche and establish yourself within the industry Build a loyal customer base for large and small events Implement targeted strategies for planning commercial, political, civic, social events, and more Promote your business, events, and yourself with Pinterest, Instagram, and other social and online marketing tools Develop proposals, vendor agreements,

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Contracts, and manage day-to-day operations and costs Keep within budget using money-saving tips and industry-tested ideas Plus, gain valuable insights from interviews with practicing event planners, and stay on track with checklists, worksheets, and other resources. Everything you need to make your event planning business a successful reality is right here—get the party started today!

Planning a meeting or event is no easy task. Just ask any of the administrative staffers who are increasingly being asked to do it. One minor mistake -- a plane ticket that doesn't arrive on time, not enough vegetarian meals at the luncheon, the wrong kind of audio/visual equipment -- can

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mean big trouble. Now this handy little how-to guide takes secretaries and assistants through the entire process step-by-step. From site selection and registration do's and don'ts to negotiating with vendors and food and beverage planning, this book gives them everything they need to get a meeting planned right. Packed with floor plans, checklists, glossaries of industry-specific terms, lists of resources, and more, *Planning Successful Meetings and Events* is sure to transform any take-charge assistant into the Martha Stewart of meeting and event planning. It's a good thing.

Events of all types are produced every day for all manner of

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Purposes, attracting all sorts of people. Creating and managing the environment in which these people will gather carries with it awesome responsibilities — legal, ethical, and financial. To provide a safe and secure setting and to operate in a manner that ensures the hosting organizations or individuals achieve their objectives in a proper and profitable way, event risk management must be fully integrated into all event plans and throughout the event management process. Risk Management for Meetings and Events examines the practices, procedures, and safeguards associated with the identification, analysis, response planning, and control of the risks surrounding events of all types. Written by an experienced author

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it: * Provides a solid, easy-to-read conceptual foundation based on proven risk management techniques * Includes ready-to-use templates designed specifically as learning exercises for students and professionals *

Comprehensively discusses effective strategies for managing the risks associated with design, planning and production of public and private events Risk Management for Meetings and Events is a comprehensive and practical guide which supports academic and professional development programs that prepare individuals for entering or advancement in the meeting and event management industry.

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Create a successful event series

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