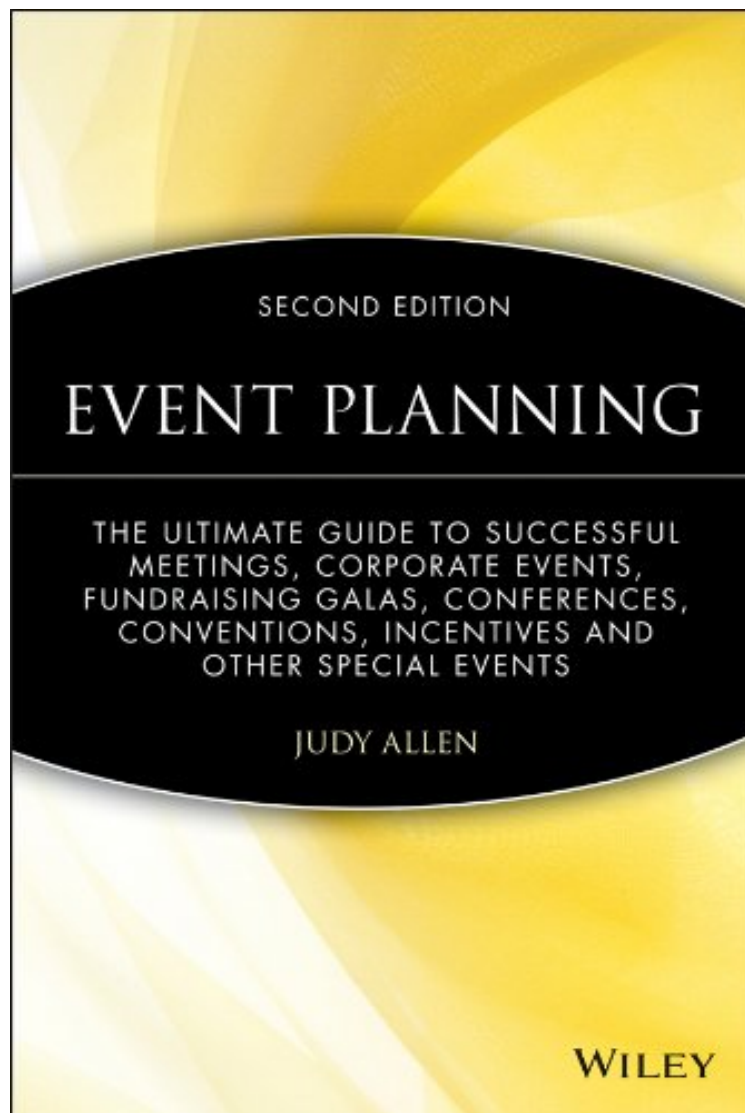


[Free] Event Planning: The Ultimate Guide To Successful Meetings, Corporate Events, Fundraising Galas, Conferences, Conventions, Incentives and Other Special Events

Event Planning: The Ultimate Guide To Successful Meetings, Corporate Events, Fundraising Galas, Conferences, Conventions, Incentives and Other Special Events

Judy Allen

**Download PDF | ePub | DOC | audiobook | ebooks*



[Download](#)

[Read Online](#)

#476557 in eBooks 2010-03-02 2010-03-02 File Name: B003BGUOOW | File size: 57.Mb

Judy Allen : Event Planning: The Ultimate Guide To Successful Meetings, Corporate Events, Fundraising Galas, Conferences, Conventions, Incentives and Other Special Events before purchasing it in order to gage whether or not it would be worth my time, and all praised Event Planning: The Ultimate Guide To Successful Meetings, Corporate Events, Fundraising Galas, Conferences, Conventions, Incentives and Other Special Events:

0 of 0 people found the following review helpful. this book was useful and required for my event planning classBy jetpackfr3shthis book was useful and required for my event planning class. it gives you a outline of what to do for different events. go with a used copy, you wont be missing anything by buying the newest one. I bought a later version of the book and passed my class0 of 0 people found the following review helpful. Five StarsBy L.AArrived on time, as described.1 of 1 people found the following review helpful. very good, improving your knowledge in marketingBy Customervery good , improving your knowledge in marketing hospitality

For event planners, there's no such thing as a dress rehearsal! Any event you plan and stage is a reflection of your organization's image — from the initial invitation to onsite operations. Whether you're planning a product launch, conference, sales meeting, an incentive event, or a gala fund-raiser, remember that the magic of a truly memorable event is in the details, but so is the devil. Whether your event is for 50 or 2,000 people, whether it has a budget of a few thousand dollars, or hundreds of thousands, it has to be perfect. Fully revised and updated, *Event Planning, Second Edition*, gives you a blueprint for planning and executing special events with flair and without any unexpected surprises and expenses. This unique book is loaded with practical advice on: Choosing the best venue Preparing and managing the budget, with sample costing forms included Scheduling, staffing, and collaborating with other related professionals Coordinating food and beverage, decor, entertainment, and themes. It's still the comprehensive guide that it always has been, but much has changed in the industry in recent years, and this new edition of *Event Planning* includes: Changes in security planning since 9/11

From the Inside Flap
From the Back Cover
For event planners, there's no such thing as a dress rehearsal! Any event you plan and stage is a reflection of your organization's image — from the initial invitation to onsite operations. Whether you're planning a product launch, conference, sales meeting, an incentive event, or a gala fund-raiser, remember that the magic of a truly memorable event is in the details, but so is the devil. Whether your event is for 50 or 2,000 people, whether it has a budget of a few thousand dollars, or hundreds of thousands, it has to be perfect. Fully revised and updated, *Event Planning, Second Edition*, gives you a blueprint for planning and executing special events with flair and without any unexpected surprises and expenses. This unique book is loaded with practical advice on: Choosing the best venue Preparing and managing the budget, with sample costing forms included Scheduling, staffing, and collaborating with other related professionals Coordinating food and beverage, decor, entertainment, and themes. It's still the comprehensive guide that it always has been, but much has changed in the industry in recent years, and this new edition of *Event Planning* includes: Changes in security planning since 9/11