

EVENT MANAGEMENT

COURSE OBJECTIVES

Are you thinking about adding events to your service offerings?

THEN YOU ARE IN THE RIGHT PLACE!

Event Planning 101 is an intensive course where you'll learn how to set up your event, what differentiates a good event from a great one, understanding the difference between certain types of events, practicing the ideal steps when planning events and how to attract sponsors and make your event profitable.



LESSON 1

Slides **4-11**

Event Planning 101:

Introduction to Event Planning

LESSON 2

Slides **12-17**

Event Planning 102:

How to Plan Events

LESSON 3

Slides **13-18**

Event Planning 103:

Developing Your Event Planning Skills

LESSON 4

Slides **23-29**

Event Planning 104:

Getting Event Planning Clients

LESSON 5

Slides **23-29**

Event Planning 105:

Event Planning Business

LESSON 6

Slide **30**

Event Planning 106:

You've Booked the Event Planning Client, Now What?