

LESSON 3

EVENT PLANNING 103

Developing Your Event
Planning Skills



EVENT PLANNING 103

Developing Your Event Planning Skills

Example of Corporate Events

- ✔ Relationship building
- ✔ Strong Organizational Skills
- ✔ Strong Communicator
- ✔ Time Management
- ✔ Customer Service Focused
- ✔ Comfortable with leading



EVENT PLANNING 103

Developing Your Event Planning Skills

How to Get Event Planning Experience?

1 - GAIN INDUSTRY EXPERIENCE!!!

- ✓ Networking events
- ✓ Volunteer or work pro bono
- ✓ Research industry leaders
- ✓ Find a mentor
- ✓ Craft a portfolio



EVENT PLANNING 103

Developing Your Event
Planning Skills

- ✔ PROMOTES GROWTH!!!
- ✔ BUILDS CLIENTELE!
- ✔ FEELING OF SECURITY!
- ✔ TRUST!



EVENT PLANNING 103

Developing Your Event Planning Skills

QUIZ 3