

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

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 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

If you want to establish a successful career in event planning, or if you simply want to learn more about the event planning industry and all of its opportunities, then this book is for you! The event planning industry has grown massively over recent years. According to reports, individuals and groups are shelling out billions of dollars every year to organize all kinds of events. If you are looking to start a career in event planning, you will be happy to know that the market is swelling and that this type of career can be a very profitable endeavor. People will never run out of occasions to celebrate. Not to mention, some people don't even need a reason to have a party! At some point in your life, you may have had the chance to plan an event. It may have been something as small as your child's first birthday party or a wedding anniversary dinner for two. Or perhaps it might have been something as big as a Thanksgiving meal for the whole family, relatives, and friends. At work, your boss may have asked you to 'organize something' for the company Christmas Party. During these times, your event planning skills have been tested. How did it go? Was it a huge success or did you feel that some aspects of the event needed improvement? If you've discovered that the whole organization of the event made you feel exhilarated and, afterwards, fulfilled, then you might consider starting a career in event planning. Event planning requires time, expertise, and immense organizational skills which many people just don't have. However, they're willing to pay someone to organize the event for them. If you're convinced that this is the career for you, then this book will give you everything you need to know to become an event planner. You'll also find information that you can use in case you want to start your own event planning business in the future. Let's get started!

Create a party that has a life of its own. Charlie Scola's five steps for creating the energy for an outrageously successful party, will provide readers with all the necessary ingredients to plan and host memorable events that guests will rave about. Whether readers are planning a fundraiser, grand opening, holiday party, or family celebration, let the author's 30+ years in the party planning and catering business be a guide to hosting an outrageously successful and stress-free event. Partying is actually good for the health and well-being. Use PartyCharlie's "Five Steps for Creating the Energy," readers will learn how to pull it all together. Enjoy the process, lift guests' spirits, and watch the magic happen. We seem to have forgotten about the good old-fashioned handshake and hug, as well as actual socialising which is what parties are all about. Parties bring people together giving people human contact. Use this book to have a stress free event and make it look like it was effortless.

Expert advice for the perfect wedding day! She's met "the one" and set the date - now she needs your help to plan the big event! The *Everything Mother of the Bride Book*, 4th Edition is completely updated and revised with the latest information you need to get your daughter down the aisle in style. Wedding planner Katie Martin explains everything you'll need to know, including: Planning showers and engagement parties Meeting the future in-laws Navigating sticky situations like ex-spouses and former family members Picking out the perfect dress Knowing when to speak up - and when to keep quiet! Complete with new sections on social media etiquette, this practical guide covers everything you'll need to make sure your daughter has the perfect - and stress-free - day of her dreams.

The *Everything Guide to Being an Event Planner*

Event Planning: Management and Marketing for Successful Events

Event Management

How To Start Event Planning Business

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

Your Guide to Organizing Extraordinary Meetings and Events

Corporate Event Planning Curriculum Facilitator Guide

Become an Event Planner For Beginners - The Ultimate Guide to Begin a Successful career In Event Planning! This book is for the beginners who have just decided that they are interested in event management and planning. If you are interested in this field and you want to make a successful future in this area, you would find this book really helpful for starters. I have shared some really useful tips on how you can make a successful career in event planning. You just have to have some qualities that are important for an event planner. You must know what steps you need to take in order to start your career. You should know what are the things that you should avoid when you are planning an event. I have also given some really good tips on how you can plan an event. You can start your career and follow these tips that would help you make a good start in this field. Here is a preview of what you'll learn: Chapter no 1 - Qualities you should Possess to Become a Successful Event Planner Chapter no 2 - Useful Steps to Becoming a Successful Event Planner Chapter no 3 - Tips on Planning a Successful Event Chapter no 4 - The Don'ts of Event Management Chapter no 5 - Responsibilities of an Event Manager

Do you want to host an event so expertly designed that your guests will swear you enlisted the help of a professional event planner? If so, this is the only book for you... In this book,

Collin Stover expertly teaches you: • How to plan events with more confidence, creativity, and success. • How to put “butts in seats” and get people to show up to your event. • How to make your birthday party, graduation party, wedding, fundraiser, or business event the best any of your guests will have ever experienced • How to avoid being ROBBED by your vendors at the event. • And so much more!

The world of event planning can be alluring and dangerous at once-exotic locales, wining and dining, and people traveling without their spouses. In such situations the line between business and pleasure blurs and the nature of relationships gets cloudy. With a thoughtless act or a less-than-tactful word, long-lasting business relationships can be ruined forever. Beyond that, budgets are on the chopping block and competition for business is tight. In that environment, people often cut not just financial corners, but the ethical ones, too. There's a fine line between innocent perks and inappropriate gifts or kickbacks. Event planners today must navigate a minefield of potentially sticky situations that can easily blow up in their face. Without a professional code, lines of acceptable behavior are easily crossed. And what you do personally can hurt you professionally. **Event Planning Ethics and Etiquette** provides event planners with the companion they need to stay out of trouble, keep professional relationships healthy and profitable, avoid the riskier temptations of the lifestyle, and win business in a highly competitive market using ethical business practices. Explains how to establish policies and codes of behavior, in the office and onsite at events. Offers guidelines on when it is acceptable to accept a gift, what is acceptable, and what is inappropriate. Shows how to prepare yourself, as well as your staff, for what to expect, and how to handle the unexpected with business finesse. Covers business etiquette in event planning crisis management situations. Helps you to avoid putting yourself and your company at personal and professional risk. Features real-life examples and situations, and advice on how to handle them with poise and professionalism. Includes a list of "Event Planning Do's and Don'ts." **Event Planning Ethics and Etiquette** will be of value to the professional event planner; to event planning suppliers and clients working with industry professionals; as well as to those in related fields, such as public relations, administrative professionals, communications; and anyone in the hospitality, culinary, and travel industry.

The Corporate Event Planning Curriculum Facilitator Guide is a companion volume to the textbook Going Live: The Ultimate Guide to Corporate Event Planning by Darren W. Johnson, CSEP.

How to Become an Event Planner

The Ultimate Guide to Corporate Event Planning

Fabjob Guide to Become an Event Planner

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

A Guide to Planning Successful Meetings

Start Your Own Event Planning Business

For Beginners - the Ultimate Guide to Begin a Successful Career in Event Planning!

Packed throughout with tips, tools, checklists, spreadsheets and schedules, a complete, three-ring-binder wedding planner includes tabs for: The Big Picture and Contacts; Budget; Location, Location, Location!; Menu and Flowers; Rentals; The Dress! (And What Everyone Else Is Wearing); The Guests and the Invitations; Music, Photography, and Videography; and more.

Do you love throwing parties? Are you the most organized person you know? Can you thrive in a fast-paced environment? If so, event planning could be your perfect career choice! Seasoned event planner Jennifer Mancuso helps you to get started and succeed in this exciting field. This book's insider tips and step-by-step guidance will teach you how to: Tailor events to each client - from a corporate dinner to an intimate wedding Market and network to keep business coming Hire vendors that your client will love Build a great reputation in your area and beyond Whether you've recently earned a hospitality degree or are simply looking for a fun career change, **The Everything Guide to Being an Event Planner** will help you break out of the routine and start a new, creative endeavor-one celebration at a time!

Are you daydreaming right now from your cube or home office about the notion of starting an event planning business? Perhaps you've been working in the events and meetings industry for several years and think that now is a good time to figure out how to work for yourself. Or maybe you've helped organize a few events in the past and feel that this could be your life's passion. These are all good reasons to pursue this profession. But anyone who contemplates the fantasy of starting their own event planning business must follow some important steps before you even beginning to talk to clients.

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, 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 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 Ultimate Guide to Planning a Wedding from Afar

The Knot Book of Wedding Lists

The Knot Ultimate Wedding Planner

Ultimate Guide To Running A Successful Event Without Hassle

The Non-Obvious Guide to Event Planning (for Kick-Ass Gatherings That Inspire People)

Worksheets, Checklists, Etiquette, Timelines, and Answers to Frequently Asked Questions

"The Meeting Planning Process -- A Guide to Planning Successful Meetings" by Certified Meeting Professional Mary Jo Wiseman offers a common sense approach to managing the meeting planning process based on the knowledge and experience she garnered over a 20+ year career as a corporate meeting and event coordinator. The author's systematic approach to project management helped her to get and stay focused on the task at hand while handling multiple details, projects and deadlines throughout her career and she wants to share her secrets for success with others. The author firmly believes it is NOT just one person who makes a meeting or event happen, but rather a well led TEAM of dedicated, enthusiastic, talented individuals who come together to do what they do best to help organizations EXCEED PROGRAM OBJECTIVES and make them SHINE. It is the PROCESS or system used to get started that can either keep you on track or send you off the rails. This Guide offers a practical overview of the entire planning process for people just starting out in the business or meeting planning veterans alike, and offers keen insights and valuable tips to help CREATE the perfect EXPERIENCE for their audience by staying true to the basic elements of the planning process. It is intended to lead people through the proper steps and the sequence of tasks involved in planning a meeting such as: Establishing a Planning or Design Team; Developing an Overall Plan; Budgeting; Site Selection; Communications; Contract Review and more. The Guide also includes handy templates developed by the author -- a Meeting Time Line; Overall Plan; and Request for Proposal as well as descriptions and diagrams of possible room set-ups.

Provides checklists and advice on planning a wedding, discussing such topics as reserving facilities, selecting vendors, and arranging the wedding ceremony.

Going Live: The Ultimate Guide to Corporate Event Planning contains real-world event education for those planning to jump-start their event-planning career and gain insider secrets into the world of corporate event planning. This textbook, written by event-planning professionals for students, includes: The 7 Steps to a Successful Event Destination and Site Inspection How to Book Killer Entertainment Food and Beverage Selection Event Management: Risk and Safety If you're looking to start a fun, fast-paced career in corporate event planning, this book is for you. Darren W. Johnson, CSEP, is a seasoned veteran in the special event industry and a frequent speaker on corporate event management. He has appeared on FOX, ABC, CBS, and NBC affiliates nationwide and been featured in Yahoo Finance, the Miami Herald, and CBS MoneyWatch. Darren is the founder of The Event U, an organization providing education and training in event planning and management. For more information, visit <http://TheEventU.com>.

"A destination wedding offers the chance to create the wedding of your dreams --but it doesn't have to cost a fortune or be a nightmare to organize. All you need is an adventurous spirit, a little imagination, and this handy planner. Alison Hotchkiss gives advice on everything from choosing the location to setting a budget to managing arrangements from afar and making sure you end up legally married at the end of it all" --P. [4] of cover.

The Ultimate Guide to Perfect Event Planning and Successful Event Management; Become an Outstanding Event Planner Meeting and Event Planning For Dummies

The Ultimate Guide to Successful Meetings, Corporate Events, Fund-raising Galas, Conferences, Conventions, Incentives and Other Special Events

Confessions of an Event Planner

Your Step-By-Step Guide to Success

An Expert's Guide to Planning Your Perfect Day--Your Way

Don't go there. It's not safe. You'll die. And other more >> rational advice for overlanding Mexico & Central America

Event Planning and Management, second edition, is an ideal resource for those seeking a step by step formula to plan and deliver a successful event. With the vital balance of professional experience behind them, the authors teach the next generation of event planners with unrivalled knowledge, ensuring an effective event process from start to finish. This book delivers practical understanding of the theory and practice needed to activate each stage of planning, from initial venue selection, budgeting and programme content, to managing stakeholders and sponsors, promotion, risk assessment, safety and post-event evaluation. Fully revised, the second edition of Event Planning and Management expands on managing events on the day, and explores the PR and experiential marketing boom for live brand experiences. Including updated real-world case studies from around the globe, it also features an invaluable toolkit of

templates, planning checklists and budget sheets. Accompanied by a host of downloadable resources, this book is the ideal end to end resource for both event planning modules and certifications, plus busy marketing and PR professionals facing the new wave of live brand and customer experiences.

To achieve the excitement, communications, and excellent hospitality that are involved in making a sport event a success takes a great deal of planning, imagination and management skills. This book goes behind the scenes to explain how special events in sports can be effective, successful, and profitable.

Congrats, you have made the awesome decision to have an outdoor wedding. A magical day, uniquely created by you. This book has been designed to be a handy guide to help you through the process of planning your outdoor wedding and keeping all of your ideas together as a working file. Information on how to find the perfect venue or field, hiring in all those essential utilities such as a generator and toilets, and helping you pull all of your ideas together. The book includes useful tips and knowledge from wedding industry experts involved in outdoor weddings and actual couples who have already created their own outdoor wedding memories.

For anyone planning events—student, novice, or experienced professional—Confessions of an Event Planner is an “apprenticeship in a book.” This insider’s guide takes you on a narrative journey, following a fictional event planning company that stages various types of events around the world for many different clients. While other books, college courses, and training programs give you the theory and how-to of the profession, Confessions of an Event Planner reveals the real world of event planning and what can happen—usually the unexpected—on an event program when actual participants are added to the event planning design and execution mix. In a climate of media scrutiny and corporate scandals, event planners must be masters of discretion, knowing how to avoid and deal with everything from sexual romps to financial shenanigans, to chainsaw wielding salesmen dead set on “re-landscaping” the grounds of the resort they’re staying at. From an event planner who’s seen it all and knows how to deal with it all, comes practical first-hand advice delivered in an entertaining and accessible format. Each chapter is set in a unique location, with a cast of characters, and a host of challenges and problems to overcome—from the boardroom to the resort guest bedrooms. Readers learn what they can come up against, how to problem solve creatively on the fly, get ideas for staging spectacular events, and see the principles of event planning in action. The scenario in each chapter is introduced by an outline of what will be covered in the chapter, and each chapter concludes with a series of review questions to explore key issues and stimulate reflection or discussion for individuals or groups. Ideal as a companion to Judy Allen’s six other event planning books, as a textbook in event planning courses, or as a professional training tool Confessions of an Event Planner prepares planners for what they can expect once they start working in the world of corporate and social event planning, and will help decision-makers set company policies, procedures and protocol and promote discussion about codes of conduct in the office and offsite.

Event Management For Dummies

The Special Event Planner for Professionals and Volunteers

Destination Wedding Planner

Pro Tips from an Industry Insider

25 Quick Tips for Event Planning Success: the Ultimate Guide to Throwing a Party They Will Never Forget (and Maybe Even Envy)!

The Wedding Planner & Organizer

Event Planning and Management

EVENT PLANNING 101 This is an ideal book for those seeking a step by step formula to plan and deliver a successful event. With the vital balance of professional experience behind them, the authors teach the next generation of event planners with unrivalled knowledge, ensuring an effective event process from start to finish. This book delivers practical understanding of the theory and practice needed to activate each stage of planning, from initial venue selection, budgeting and programme content, to managing stakeholders and sponsors, promotion, risk assessment, safety and post-event evaluation. This book expands on managing events on the day, and explores the PR and experiential marketing boom for live brand experiences. Including updated real-world case studies from around the globe. Get a copy now!

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 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 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.

Event Planning The Ultimate Guide To Successful Meetings, Corporate Events, Fundraising Galas, Conferences, Conventions, Incentives and Other Special Events John Wiley & Sons

Like having coffee with an expert, this book shares irreverent tips and secrets from Chief Boredom Buster and 25 year event planning expert Andrea Driessen on how to plan an event that will get people talking and participating. This book is like a high energy masterclass and brainstorming session all in one - with actionable tips to transform your event planning approach within hours.

Party Planning Secrets

The Ultimate Guide to Planning an Outdoor Wedding

Principles, Planning and Practice

Case Studies from the Real World of Events--How to Handle the Unexpected and How to Be a Master of Discretion

How to Become a Wedding Planner

Become an Event Planner

Gala!

Public relations and volunteer fund-raising pro Patti Coons here offers hundreds of invaluable tips and timetables, sample invitations and media packages, people-managing and people-inspiring guidelines--all the tools you need!

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

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 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, 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!

"In *The Art of Event Planning*, Gianna Gaudini demystifies the process, challenges and joys of event planning at the highest level. She comes to the table as a highly seasoned professional, but she delivers incredible information that can be applied to a large event or the most intimate dinner at home, interchangeably. She is so generous with her experience and has so clearly outlined an effective work flow and process that her words will truly inspire even the novice. This book is also an empowering guide to leadership, communication, partnership and visionary thinking. Whether interested in an events career or simply a leadership role in any kind of organization, Gianna provides inspiration and clarity for the most basic and effective interpersonal skills that are central to any great working relationship. That's a truly unexpected bonus, and I recommend this book whole heartedly. BRAVO!"

-- David Stark, renowned Author, Founder and Chief Creative Officer of David Stark Design and Production Do you want to create live or virtual events that are memorable, engaging and impactful? Do you want to take your career in event planning to the next level? Then, read on... Amazon best-seller, *Art of Event Planning*, will forever alter the way you look at your next corporate event, gala, conference, dinner party, and virtual event-and create better engagement and success. This book is both an enjoying journey and tactical guide with exciting ideas and real-world applications. It's time to learn how to make a lasting impact for your company, your attendees, and most importantly -- your professional identity. *The Art of Event Planning: Pro Tips from an Industry Insider*, currently included in the California State School hospitality and tourism management course curriculum is a valuable and insightful guide for event planners. Gianna Gaudini, former Event leader for Google, Vision Fund, and currently Head of Events, Training and Certification for Amazon Web Services, reveals her secrets for event planning and career success. Whether you're a well-seasoned veteran, just starting out, or anywhere in between, you'll benefit from her case studies, advice and lessons learned through years of experience. Gianna is passionate about helping event planners create events that are memorable, meaningful, impactful and most of all successful. She is a sought-after writer and speaker and holds certifications in interior design and as a court master sommelier. You can learn more by visiting www.giannagaudini.com/press for press, podcasts, and webinars by Gianna. *The Art of Event Planning* will help you: Guarantee event planning success using her pro-tips and secret sauce formula Build a career in event planning and establish your unique niche Create unforgettable experiences at live or virtual events Surprise And Delight Your Audience Build your rockstar event team Develop successful and win RFP's Define your target audience Find the perfect venue Measure and create ROI Learn best practices for working with clients and stakeholders Market your event Navigate contracts and negotiation like a pro Incorporate diversity and inclusion practices at your event Personalize your event experience at scale Identify and acquire your target audience Create a winning event strategy Execute flawless events

Wedding Planning For Dummies

The Everything Mother of the Bride Book

The Ultimate Wedding Planning Guide for Mom!

The Ultimate Guide to Planning Your LGBTQ+ Wedding

The Meeting Planning Process

The Art of Event Planning

The Business of Event Planning

Everything you need to know about event planning is included in this book: Key Ideas to Make your Event Successful What you Need to Know to Make your Event Entertaining and Memorable How to Inexpensively Incorporate Entertainment What to Look out for in Planning an Offsite Event Event Logistics Easy and Hassle Free Meeting Planning Tips I leave absolutely nothing out! Everything that I learned about successful event planning, I share with you. This is the most comprehensive report on event planning you will ever read! This comprehensive guide covers the following topics: 5 Pitfalls to Avoid When Planning your Next Event How to Generate Fun Ideas How to Attract the Right People to your Event How to Work with Event Suppliers How to Be an Excellent Event Planner How to Market your Event Organization Tips No stone is left unturned!

If you want to become a Wedding Planner and build a successful career in the business, then this book is for you! So you want to become a wedding planner? That's great! You love the glitz and glamor of bridal gowns, fancy invitations, wedding parties, flowers and other decorations. You probably already feel certain you can do it because you have the passion for planning events and paying attention to details. But just keep in mind that success in this business depends on much more than that. Becoming a successful wedding planner entails a LOT of hard work and determination and a bit of business savvy and social skills too. The good news is that the need for wedding

planners nowadays is increasing and the financial and personal rewards are tremendous. This book will present all of the things you'll need to consider and conquer in order to establish a successful wedding planning business. Let's get started!

Everything you need to make the wedding of your dreams come true, no matter what your vision, taste, or budget. Written by Mindy Weiss, the " megastar wedding planner " (People), The Wedding Book is the most comprehensive wedding guide published, and is now revised and updated for a new generation of brides- and grooms-to-be. . The Wedding Book is your fashion consultant, etiquette expert, menu planner, floral designer, and shoulder to lean on with advice if sticky family issues turn up. It ' s an insider source for contract negotiation and budget-stretching tips. It explains how to get the most out of Etsy, Pinterest, Instagram, and other social apps and websites—including how to use Uber for guest transportation. Whatever the subject—cakes, stationery, video (including drones!), lingerie, tents, insurance, port-a-potties, party favors, the toasts, looking great in photos, tipping, thank-you notes—The Wedding Book has the answer.

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 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

Going Live

Behind-the-Scenes Secrets of Successful Special Events

Insider Advice on Turning Your Creative Energy into a Rewarding Career

The Event Planning Toolkit

The Ultimate Guide to a Successful Wedding Planning Career

Become an Event Planning Pro and Create a Successful Event Series

The Wedding Book

By and large, most wedding books in the market are still centered around one bride and one groom. And yet, the advent of full marriage equality in the United States has made a new, polished wedding planning book dedicated to guiding LGBTQ couples both timely and essential. Kirsten Palladino will fill that need with this definitive book to inspire couples everywhere who are seeking a meaningful, personal ceremony and a momentous beginning to legally married life. Equally Wed brings author Palladino's expertise as the founder and editorial director of the world's leading online resource for LGBTQ wedding planning to the page. Palladino walks readers through every step of the notoriously costly and arduous planning process with wisdom and accessibility. From how to incorporate hot trends among LGBTQ couples to advice on how to incorporate children into a ceremony to more serious hurdles like dealing with homophobia among family members, Equally Wed has it all. The author importantly includes an accurate picture of wedding budgets for couples from all backgrounds, and shares her invaluable insider tips for making the most of each vendor; she also addresses fashion advice specific for LGBTQ readers, such as suiting up as a nonbinary newlywed or attending fittings as a butch lesbian or a transgender woman. And best of all, she does it with the celebratory, joyful approach that all couples deserve. With a beautiful 2-color package, a total absence of heteronormative terms and assumptions, and a wealth of advice on every wedding-related topic imaginable, Equally Wed is set to be the go-to LGBTQ wedding guide just as every couple is finally free to wed.

From the #1 wedding brand, the bestselling wedding book, updated with all-new budget ideas, online tools, and event planning and personalizing trends First comes love, then comes . . . planning! Before a fabulous celebration, there are vendors to hire, budgets to calculate, decisions galore to make. Packed with The Knot's top tips and worksheets, checklists, and contact sheets for you to fill in, this book is the one-stop resource that keeps brides focused but stress-free. The Knot Ultimate Wedding Planner paperback takes you through the process step by easy-to-follow step, with: · Budget worksheets (and all the latest digital tools for keeping track of costs) as well as hundreds of invisible ways to cut costs when selecting everything from flowers to the venue and menu · Wedding planning timelines (including a brand-new express timeline for couples getting married in 3 months or fewer) · Guest list and invitation worksheets (with guidance on what you can now do online) · Vendor contract checklists (and tons of new online resources for finding the pros you need) · Fun ideas for personalizing your reception, from photo booths to signature cocktails in any color your heart desires · Web links and other useful resources for planning on the go (including recommended apps to download and up-to-the-minute advice on building your wedding website)

Become an event planning pro & create a successful event series

This fabulous book explains how to break into a career in event planning. It gives step-by-step advice on how to plan a party, conference, or other event. Job opportunities with corporations, convention centers, country clubs, and other employers are covered, with advice on finding job openings, preparing a portfolio and resume, and interview skills. It also explains how to start an event planning business, including finding clients, preparing proposals, and pricing.

Includes CD-ROM.

A Principled Approach to the Business of Special Event Management

The Ultimate Guide to a Successful Career in Event Planning

The Ultimate Guide to a Successful Party

Event Planning

The Ultimate Guide to the Perfect Day, Down to the Smallest Detail

The Ultimate Guide to Sport Event Management and Marketing

The Ultimate Guide on How To Start Your Event Planning Business From Scratch

The Ultimate Guide To Perfect Event Planning And Successful Event Management: Become An Outstanding Event Planner In case you've got a knack for making parties and event appear spectacular, then think about starting your own event decoration business. It is possible for you to work for as many kinds of customers as you want, and the start-up price is quite low. This may be a rewarding and fun business provided that you plan before putting out to plan. To succeed in this highly competitive industry you'll have to combine your artistic and business skill sets. **GRAB YOUR COPY NOW!**

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, 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 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.

Equally Wed

Event Planning Ethics and Etiquette

Event Planning 101