

Access Free Professional Event
Coordination Julia Rutherford
Silvers

Professional Event

Coordination Julia

Rutherford Silvers

Features advice on operating a successful special events business, acquired from Malouf's more than forty years in the planning industry, and includes guidance on developing a strategy, identifying potential clients, developing proposals, building an event budget, coordinating with contractors, and much more.

Look out for Daniel Pink's new book, *When: The Scientific*

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Secrets of Perfect Timing From Daniel H. Pink, the #1 bestselling author of *Drive* and *To Sell Is Human*, comes an illustrated guide to landing your first job in *The Adventures of Johnny Bunko: The Last Career Guide You'll Ever Need*. There's never been a career guide like *The Adventures of Johnny Bunko* by Daniel H. Pink (author of *To Sell Is Human: The Surprising Truth About Motivating Others*). Told in manga—the Japanese comic book format that's an international sensation—it's the fully illustrated story of a young Everyman just out of college who lands his first job. Johnny

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Bunko is new to the Boggs Corp., and he stumbles through his early months as a working stiff until a crisis prompts him to rethink his approach. Step by step he builds a career, illustrating as he does the six core lessons of finding, keeping, and flourishing in satisfying work. A groundbreaking guide to surviving and flourishing in any career, *The Adventures of Johnny Bunko* is smart, engaging and insightful, and offers practical advice for anyone looking for a life of rewarding work.

This bestselling all-in-one guide to the event planning business

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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.

Tourism Impacts, Planning and Management is a unique text, which links these three key

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areas of tourism: impacts, planning and management. Tourism impacts are multi-faceted and therefore are difficult to plan for and manage. This book looks at all the key players involved - be they tourists, host communities or industry members - and considers a number of approaches and techniques for managing tourism successfully. Divided into four parts, this text discusses: * The growth, development and impacts of tourism * Tourism planning and management: concepts, issues and key players * Tools and techniques in tourism planning

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and management: education,
regulation and information
technology * The future of
tourism planning and
management: issues of
sustainability and the future Up-
to-date, international case
studies are used, for example
the impacts of 9/11 and
terrorism in Bali, to illustrate
and provide a real-life context
for the theories discussed.
Exercises are also included to
consolidate learning.
The Adventures of Johnny Bunko
Events Exposed
The Tipping Point
Consultancy for Diverse Clients
The Ultimate Guide To

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Successful Meetings, Corporate
Events, Fundraising Galas,
Conferences, Conventions,
Incentives and Other Special
Events

Marketing and Managing
Tourism Destinations

Professional event co-ordination is the process through which planning, budgeting and development come together to create successful events.

Food and beverage is the largest portion of a meeting budget, but most meeting and event planners have no formal background in purchasing and managing this expense. This guide

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helps event, meeting, and convention planners save money, negotiate contracts, deal with catering managers, and successfully manage the food and beverage aspect of their event. Covering everything from styles of service to on-premise and off-premise considerations to food and beverage contract negotiation, this book is a comprehensive and accessible reference for event planners and students.

Electronic Inspection Copy available for instructors here Written by a team of

twenty-five high profile, international authors, this exciting new text successfully combines theory and practice, making it a must-have for all students of Events Management. Events Management: An International Approach provides comprehensive coverage of all the most common types of events, preparing students for a future career in Events Management. Covering key issues such as fundraising, sponsorship, globalization and sustainability, this text addresses the challenges

and examines the realities of events management in an international context. A wide range of case studies and examples look at sporting, music, catering and fundraising events across Europe, Africa, Asia, Australia and North America. Key features include:

- An international approach, drawing on a wide range of cases from around the world**
- Extensive pedagogical features such as Diary of an Event Manager and Exercises in Critical Thinking**
- A companion website offering a full**

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**Instructor's Manual,
PowerPoint slides,
additional case studies and
links to SAGE journal
articles This book is
essential reading for all
undergraduate and
postgraduate students
studying Events
Management. Visit the
Companion Website at [www
.sagepub.co.uk/ferdinand](http://www.sagepub.co.uk/ferdinand)
Nicole Ferdinand is Senior
Lecturer in Events
Management at the London
Metropolitan Business
School. Paul J. Kitchin is
Lecturer in Sports
Management at the
University of Ulster.**

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First published in 2004.

**Routledge is an imprint of
Taylor & Francis, an
informa company.**

**Complete Guide to
Designing and Decorating
Special Events**

**Festival and Special Event
Management**

The Last Career Guide

You'll Ever Need

**Hospitality Management
Accounting**

Events Management

**Risk Management for
Events**

**Describing in great depth and
detail all areas of hotel
administration, this accurate
book provides an up-to-date and**

comprehensive examination of the responsibilities of a hotel general manager. It shares with readers the procedures effective managers use to ensure their hotel's—and their own—ultimate success. KEY TOPICS This unique approach addresses all of the operating departments of a full-service hotel—Human Resources, Controller, The Front Office, Housekeeping, Food and Beverage, Safety and Property Security, Sales and Marketing, Facility Engineering and Maintenance—from the viewpoint of the General Manager. It also explores franchise agreements and management contracts, purchasing a hotel, and career

opportunities. For current and future hotel general managers, and hotel department heads—i.e., executive housekeepers, directors of sales, controllers, and front office managers.

From the bestselling author of The Bomber Mafia: discover Malcolm Gladwell's breakthrough debut and explore the science behind viral trends in business, marketing, and human behavior. The tipping point is that magic moment when an idea, trend, or social behavior crosses a threshold, tips, and spreads like wildfire. Just as a single sick person can start an epidemic of the flu, so too can a small but precisely targeted push cause a

fashion trend, the popularity of a new product, or a drop in the crime rate. This widely acclaimed bestseller, in which Malcolm Gladwell explores and brilliantly illuminates the tipping point phenomenon, is already changing the way people throughout the world think about selling products and disseminating ideas. “A wonderful page-turner about a fascinating idea that should affect the way every thinking person looks at the world.”

—Michael Lewis

**Marketing and Managing
Tourism Destinations is a
comprehensive and integrated
introductory textbook covering**

both destination marketing and destination management in one volume. It focuses on how destination management is planned, implemented and evaluated as well as the management and operations of destination management organizations (DMOs), how they conduct business, major opportunities, challenges and issues they face to compete for the global leisure and business travel markets. This second edition has been updated to include:

- A new chapter on visitor management that includes a section on crisis and disaster management**
- New material on destination leadership and**

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coordination • New and revised content on digital marketing • New and updated international case examples throughout to show the practical realities and approaches to managing different destinations around the world. It is illustrated in full colour and packed with features to encourage reflection on main themes, spur critical thinking and show theory in practice. Written by an author with many years of industry practice, university teaching and professional training experience, this book is the essential guide to the subject for tourism, hospitality and events students and industry practitioners alike.

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A fully updated guide to the state-of-the-art guidelines, strategies, and new technologies in modern event planning A must-have resource for every event planner, manager, caterer, and student, this in-depth guide covers all aspects of the event planning process. Written by expert event manager Julia Rutherford Silvers, the book outlines the tools and strategies to effectively procure, organize, implement, and monitor all the products, vendors, and services needed to bring an event to life. Enhanced throughout with useful checklists, tables, and sample forms, the book includes chapters on everything from

Developing the Event Site and Providing the Event Infrastructure to Ancillary Programs, Food and Beverage Operations, and Vendors and Volunteers. The practical information is supplemented throughout the book by "On-Site Insights" featuring real-world examples from successful event planners, as well as chapter objectives, discussion questions, and exercises in professional event coordination to help readers build key skills and test their knowledge. From weddings to corporate conferences and from intimate events to huge festivals,

Professional Event Coordination

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Sillers

**is a versatile guide to planning
events of all kinds.**

**A Guide to Meetings,
Conventions, and Events
Special Events**

A Path Forward

**Good Strategy, Bad Strategy
Managing and Designing Special
Events**

**Goldblatt/International Dictionary
of Event Management, Second
Edition and Silvers/ Professional
Event Coordination Set**

*Festivals and special events
have grown into a massive
industry worldwide, generating
billions of dollars for regional
centres, states and countries.
Festivals and special events
bring people together to*

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celebrate, to remember, to support and to identify as a community or nation. Festival and Special Event Management 2nd edition provides a comprehensive overview of the theory and procedures associated with the management of festivals and special events. The new edition features new developments, professional ?tools? and a discussion of the role of technology.

The sixth edition of Professional Meeting Management is the newest edition of the longtime standard reference and textbook for the meetings industry and meetings education. This is the

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first student and meeting professionals textbook aligned with the new Certified Meeting Professional (CMP) International Standards, which will be used by the Convention Industry Council as a reference book for item writing for the CMP Certification Examination. It includes the most up-to-date information on current trends, strategic planning for meetings, budgeting and funding, marketing and promotion, technology, running and closing the meeting, and industry developments on the horizon. In today's highly-competitive hospitality market, it is essential to have an understanding of

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sales and marketing. Hospitality Sales and Marketing goes beyond theory to focus on a customer-oriented and practical approach for effectively marketing hotels and restaurants. The book explores the "four Ps" (price, product, promotion, and place) as they relate to specific market segments, providing a customer-focused perspective. Illustrations and exhibits include industry examples (forms, checklists, advertisements, etc.) that are used by today's industry leaders to effectively market their properties. In this updated edition, Rutherford reexamines the

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fundamentals of hotel management in light of the latest trends. The introductory and connective essays have been expanded and updated, and completely new sections have been added on the vital topics of today.

*Principles, Planning and Practice
Event Marketing: How To
Successfully Promote Events,
Festivals, Conventions, And
Expositions*

*An International Approach
Corporate Event Project
Management*

*From Strategy to Operations
The Principles of Project
Management*

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,

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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.**

**For courses in foodservice
management or
administration; hospitality
management; quantity food
production and/or purchasing;
foodservice
accounting/financial
management; menu planning;
foodservice
marketing/merchandising, or
related topics. This is today's
most comprehensive, current,
and practical overview of**

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foodservice operations and the business principles needed to manage them successfully. Authored by leading industry experts and experienced instructors, it covers all core topics, including food safety, organizational design, human resources, performance improvement, finance, equipment, design, layout, and marketing. This 12th Edition is retitled to better reflect its college level. The content is still concentrated on basic principles, but increasingly reflects the impact of current social, economic, technological, and political factors. For example, it now

focuses on sustainability throughout, and offers greater emphasis on culinary issues. The textbook also contains a new running case study based on University of Wisconsin, Madison's University Dining Services.

Scores of talented and dedicated people serve the forensic science community, performing vitally important work. However, they are often constrained by lack of adequate resources, sound policies, and national support. It is clear that change and advancements, both systematic and scientific, are needed in a number of forensic

science disciplines to ensure the reliability of work, establish enforceable standards, and promote best practices with consistent application. Strengthening Forensic Science in the United States: A Path Forward provides a detailed plan for addressing these needs and suggests the creation of a new government entity, the National Institute of Forensic Science, to establish and enforce standards within the forensic science community. The benefits of improving and regulating the forensic science disciplines are clear: assisting law enforcement officials,

enhancing homeland security, and reducing the risk of wrongful conviction and exoneration. Strengthening Forensic Science in the United States gives a full account of what is needed to advance the forensic science disciplines, including upgrading of systems and organizational structures, better training, widespread adoption of uniform and enforceable best practices, and mandatory certification and accreditation programs. While this book provides an essential call-to-action for congress and policy makers, it also serves as a vital tool for law enforcement

agencies, criminal prosecutors and attorneys, and forensic science educators.

Risk Management for Events is a comprehensive and practical guide that supports academic and professional development programs to prepare individuals for entering or advancement in the international events industry. Events of all types are produced every day for all manner of 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 that 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. This new edition has been revised and updated to include: New case studies and examples from a wide range of international destinations and different types of events. Updated statistics and data throughout. New content on emergent risk, on-site decision-

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making, terrorism, and public health, including the COVID-19 pandemic, and corruption within events. Updated online material, including a case study archive and weblinks to useful resources. This will be an invaluable resource for all those studying events management.

Wedding Planning and Management

Practical Performant Programming for Humans

Event Planning and Management

A Meeting Planner's Guide to Catered Events

Principles and Practices

The Business of Event

Planning

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Hospitality is a people industry, and this textbook will teach readers how to manage the important human resources who provide services within a hospitality operation. They'll learn how to fulfill the requirements of U.S. employment and workplace laws, and discover the latest strategies for attracting employees, minimizing turnover, and maximizing

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productivity. Topics include:
The impact of the post-
recession economy on
recruiting, selection, retention,
and turnover How companies
use social media to learn about
job applicants The role of
technology in performance
appraisals The latest trends in
effective incentive programs
and industry benefits The
changing face of unions and
new trends in organizing and
collective bargaining Social
responsibility and
sustainability measures,
including what companies are
doing (and not doing) right
For Introduction to Hospitality
courses Exploring the

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Hospitality Industry helps readers advance in their careers by giving them a broad foundation of hospitality industry knowledge presented in a lively, visually appealing, engaging manner. The emphasis is on the people, companies, and positions that make up the hospitality industry today, and the focus on sustainability includes case studies on practitioners and corporations that engage and involve readers as they explore the trends in this ever-growing field. The book moves beyond just restaurants and hotels to cover all facets and segments of the industry, including new

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growth areas such as event management, meeting planning, cruising, theme parks, and gaming entertainment. Also available with MyHospitalityLab® This title is also available with MyHospitalityLab-an online homework, tutorial, and assessment program designed to work with this text to engage students and improve results. Within its structured environment, students practice what they learn, test their understanding, and pursue a personalized study plan that helps them better absorb course material and understand difficult concepts.

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To help students explore the hospitality industry, MyHospitalityLab includes industry-specific simulations from Hospitality & Tourism Interactive (HTi), and real case studies written by industry leaders. NOTE: You are purchasing a standalone product; MyHospitalityLab does not come packaged with this content. If you would like to purchase both the physical text and MyHospitalityLab search for 0134123824 / 9780134123820 Exploring the Hospitality Industry Management and Plus MyHospitalityLab with Pearson eText -- Access Card

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Package, 3/e That package
consists of: 0133762777 /
9780133762778 Exploring the
Hospitality Industry, 3/e
0134105362 / 9780134105369
MyHospitalityLab -- Access
Card -- for Exploring the
Hospitality Industry, 3/e
MyHospitalityLab should only
be purchased when required
by an instructor.

THE WILEY EVENT
MANAGEMENT SERIES The
essential guide to making your
events extraordinary Practical
strategies for designing and
decorating special events
Event planners need
professional-caliber
information that explains how

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to decorate a venue for a special event—from assessing the client's decor needs and objectives to staying within a budget. *Art of the Event* serves as the ultimate guide to designing and decorating events and celebrations, from eight to 8,000 guests. Written by James C. Monroe, a Certified Meeting Professional (CMP) and Certified Special Events Professional (CSEP) with decades of experience in special event design and decoration, *Art of the Event* is divided into three comprehensive parts to help readers redefine the modern profession of event design:

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Principles, Processes, and Practices: examines aesthetics, the design process, and professional practices The Decorative Elements: describes the various decorative elements that are used in special events and discusses how to use them in practical and specific ways The Universe of Special Events: describes various types of events that the designer is asked to create and discusses the different requirements of each, including nonprofit events, corporate events, social events, weddings, fairs, and parades THE WILEY EVENT

MANAGEMENT

SERIES—Series Editor, Dr. Joe Goldblatt, CSEP THE WILEY EVENT MANAGEMENT

SERIES provides professionals with the essential knowledge and cutting-edge tools they need to excel in one of the most exciting and rapidly growing sectors of the hospitality and tourism industry. Written by recognized experts in the field, the volumes in the series cover the research, design, planning, coordination, and evaluation methods as well as specialized areas of event management. Argues that a manager's central responsibility is to

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create and implement strategies, challenges popular motivational practices, and shares anecdotes discussing how to enable action-oriented plans for real-world results.

Hospitality Marketing

Management, 6th Edition

The Difference and Why It Matters

Hospitality Sales and Marketing

Tourism Impacts, Planning and Management

Strengthening Forensic

Science in the United States

Professional Event

Coordination

Events Feasibility and

Development: From Strategy to

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Operations describes the latest tools and techniques used for the strategic growth of the event industry around the world. It illustrates how events and festivals are assets to countries, companies and their people. This book answers two fundamental questions faced by all events planners and organizers: "how do I justify this event to the client?" and "why are we spending money on this event?" This book is supported by video presentations for teaching and training. Events Feasibility and Development: From Strategy to Operations unpicks core issues such as: Developing a viable events program for the company or region Forecasting models and

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return on investment Operational
integrity and its feasibility
Integrating all the management
processes to ensure best practice
International case studies and
examples are used throughout with
practical insights and supporting
theory. Case studies include: crowd
number forecasting, planning a
torch relay around the world,
getting the most out of volunteers,
and examples are drawn from
around the world, from Scotland to
Saudi Arabia to Sydney.
The success of every business in
the hospitality industry depends on
maximizing revenues and
minimizing costs. This Ninth Edition
continues its time-tested
presentation of fundamental

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concepts and analytical techniques that are essential to taking control of real-world accounting systems, evaluating current and past operations, and effectively managing finances toward increased profits. It offers hands-on coverage of computer applications and practical decision-making skills to successfully prepare readers for the increasingly complex and competitive hospitality industry. 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

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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

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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.

Providing a comprehensive guide to understanding, planning, promoting, and producing special events, this seventh edition of *Special Events, 7th Edition* describes the theory and practice of all aspects of event management. Written for current and future event leaders, the text continues to expand its emphasis on the

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growing globalization of the profession, taking into account the skills leaders need to deal with other cultures, societies, and business practices to plan and deliver successful events. New coverage includes sustainability, technology, security/risk management, and the impact of social media on events and event marketing. 15 all-new case studies have been included, as well as a brief glossary of terms at the end of each chapter to further define the terms used in the chapter.

Hospitality Law

High Performance Python

Event Planning

Behind-the-Scenes Secrets of
Successful Special Events

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Strategic Planning for Public
Relations

Managing Hospitality Human
Resources (AHLEI)

Contents- Conflict

Management for Project

Managers, Nicki S. Kirchof
and John R. Adams, 1982.-

Contract Administration for
the Project Manager, M. Dean
Martin, C. Claude Teagarden,
and Charles F. Lambreth,

1983.- Negotiating and
Contracting for Project
Management. Penny Cavendish
and M. Dean Martin, 1982.-

An Organization Development
Approach to Project
Management. John R. Adams,
C. Richard Bilbro, and
Timothy C. Stockert, 1986.-

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Organizing for Project Management, Dwayne Cable and John R. Adams, 1982.- The Project Manager's Work Environment: Coping With Time and Stress, Paul C. Dinsmore, M. Dean Martin, and Gary T. Huettel, 1985.- Roles and Responsibilities of the Project Manager, John R. Adams and Bryan W. Campell, 1982.- Team Building for Project Managers, Linn C. Stuckenbruck and David Marshall, 1985.

Applies generally accepted project management tools to corporate event planning. Offers unique, focused coverage dedicated completely to corporate

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events. Includes case studies from North and South America, Europe, and the Asian-Pacific area. Features an accompanying Web site with value-added tools, forms, and checklists. Your Python code may run correctly, but you need it to run faster. Updated for Python 3, this expanded edition shows you how to locate performance bottlenecks and significantly speed up your code in high-data-volume programs. By exploring the fundamental theory behind design choices, High Performance Python helps you gain a deeper understanding of Python's implementation.

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How do you take advantage of multicore architectures or clusters? Or build a system that scales up and down without losing reliability? Experienced Python programmers will learn concrete solutions to many issues, along with war stories from companies that use high-performance Python for social media analytics, productionized machine learning, and more. Get a better grasp of NumPy, Cython, and profilers Learn how Python abstracts the underlying computer architecture Use profiling to find bottlenecks in CPU time and memory usage Write efficient programs by

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choosing appropriate data structures Speed up matrix and vector computations Use tools to compile Python down to machine code Manage multiple I/O and computational operations concurrently Convert multiprocessing code to run on local or remote clusters Deploy code faster using tools like Docker

Wedding Planning and Management: Consultancy for Diverse Clients, 2nd Edition provides students, consultants, vendors, scholars and engaged couples with a comprehensive introduction to the business of weddings. Looking through an event management lens,

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this is the only book to thoroughly explore the fundamentals of weddings, including historical and cultural foundations, practice, and the business of wedding planning in one volume. An emphasis on diversity, traditions from cultures around the globe are integrated throughout with over 80 international case studies that inspire and set standards for best practice. Since the first edition, there have been many changes in the business of weddings and this second edition has been updated in the following ways: Updated content to reflect recent issues and trends in areas

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such as family dynamics, media influences, impacts of technology, legislation and the global economy. Every chapter is updated with the most recent research, statistics, vendor information and consultant guidelines. New international case studies explore current research, cultural traditions, vendor relations and consulting best practice. New companion website for instructors that includes PowerPoint slides, case study solutions, additional discussion ideas and assignments. The book is illustrated in full color and contains over 150 images by top wedding

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photojournalist Rodney
Bailey end-of-chapter
checklists, practical
scenarios and review
questions to test readers'
knowledge as they progress.
Maggie Daniels and Carrie
Loveless bring a combination
of over 40 years of industry
practice and teaching
experience, and have written
a book that is the ideal
guide to successful wedding
planning and management.
Exploring the Hospitality
Industry
Professional Event
Coordination with Special
Events 9E and Business
Communication Set
Hotel Management and
Operations

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Guidelines for Evaluation
and Documentation for the
National Register of
Historic Places

Hotel Operations Management
Risk Management for Meetings
and Events

Hospitality Marketing Management, 6th Edition explores marketing and themes unique to hospitality and tourism. The 6th edition presents many new ideas along with established marketing principles, exploring not only the foundations of marketing in the hospitality world but also new trends in the industry. Events of all types are produced every day for all manner of purposes, attracting all sorts of people. Creating and managing the environment in which these people will gather carries with it awesome

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*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 it: * Provides a solid, easy-to-read conceptual foundation based on proven risk management techniques * Includes ready-to-use templates designed*

Access Free Professional Event Coordination Julia Rutherford Silvers

*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.

How Little Things Can Make a Big Difference

*Events Feasibility and Development
Creating and Sustaining a New
World for Celebration*

Set

Art of the Event

Professional Event Coordination +

**Access Free Professional Event
Coordination Julia Rutherford**

Silvers

*Special Events 6th Ed + Business
Communication Canadian Edition*