



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

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Wiley, 2008. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Preface Acknowledgements Chapter 1: The First Steps: Initial Planning and Budgeting How Much Can You Spend? The Purpose of the Event Initial Planning Visualization Budget Breakdown Chapter 2: Organization and Timing Critical Path Function Sheets Timing Is Everything The Time of the Day and the Day of the Week Date Selection Chapter 3: Location, Location, Location Site Selection Location Requirements Hotels and Convention Centres Restaurant, Private Venues, Catering Location: Q&A Theatres Tents Contracts Gala Openings in New Venues Chapter 4: Transportation Limousines Motor Coaches Parking Transportation: Q&A Chapter 5: Guest Arrival Weather Considerations Arrival & Weather Considerations: Q&A Fanfare Fanfare: Q&A Registration: Guest Pass Security and Ticket Pick-up Registration: Q&A Chapter 6: Venue Requirements Staging, Audio-Visual, Lighting Staging, Audio-Visual, Lighting: Q&A Room Requirements: Q&A Chapter 7: Who's It All For? The Guest List Invitations Media Media: Q&A Children At Your Event Chapter 8: Food and Beverage Menu Planning Staffing Chapter 9: Other Considerations Entertainment Entertainment: Q&A Photographer Photographer: Q&A Themes and Programs Final Touches Conclusion It's A Wrap Applause! Applause! Your Next Event Appendix A: Sample Cost Sheets Appendix B: Sample Payment Schedules Appendix C: Sample Function Sheets Index.



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Reviews

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