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Meeting and Event Planning For Dummies Susan Friedmann, 2011-03-21 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

Event Management For Dummies Laura Capell, 2013-08-02 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

Business Meeting & Event Planning For Dummies Susan Friedmann, 2022-12-01 Hold productive meetings and events with help from Dummies It's a whole new world out there With so many companies big and small electing to move to virtual or hybrid operating models meetings have arguably become more important than ever as the primary way teams communicate day to day But how do you maximize engagement when a screen sits between you and your coworkers In Business Meeting Event Planning For Dummies expert author Susan Friedmann shares her tips and insider tricks for navigating virtual and hybrid gatherings without missing a beat Armed with top notch guidance and insider tips from Dummies you'll be able to streamline meetings to maximize efficiency and save money on or offline Create effective and

exciting business events and presentations Keep on time and on budget maintain group engagement and use social media to your advantage Discover best practices proven tips and technical advice If you re a professional who wants to make the most of business meetings this is the Dummies guide for you It s also a valuable resource for anyone who needs to plan a large scale event seminar convention etc [Business Meeting & Event Planning For Dummies](#) Susan Friedmann,2023-01-12 Hold productive meetings and events with help from Dummies It s a whole new world out there With so many companies big and small electing to move to virtual or hybrid operating models meetings have arguably become more important than ever as the primary way teams communicate day to day But how do you maximize engagement when a screen sits between you and your coworkers In Business Meeting Event Planning For Dummies expert author Susan Friedmann shares her tips and insider tricks for navigating virtual and hybrid gatherings without missing a beat Armed with top notch guidance and insider tips from Dummies you ll be able to streamline meetings to maximize efficiency and save money on or offline Create effective and exciting business events and presentations Keep on time and on budget maintain group engagement and use social media to your advantage Discover best practices proven tips and technical advice If you re a professional who wants to make the most of business meetings this is the Dummies guide for you It s also a valuable resource for anyone who needs to plan a large scale event seminar convention etc **Event Planning For Beginners** Nicky Huys,2025-08-10 Event Planning For Beginners is your essential guide to turning your event dreams into reality Whether you re planning a birthday party a wedding or a corporate gathering this book offers step by step instructions to help you navigate the complexities of event planning You ll learn how to set a budget choose the right venue select vendors and create memorable experiences for your guests With practical tips checklists and expert advice this book simplifies the planning process making it accessible for everyone Discover the importance of themes timelines and attention to detail and gain confidence in your ability to orchestrate events that leave a lasting impression Ideal for aspiring event planners or anyone looking to host a successful gathering this guide empowers you to unleash your creativity and ensure every event is a celebration to remember **The Complete Idiot's Guide to Meeting and Event Planning, 2nd Edition** Lynn Johnson Golabowski,Robin E. Craven,2006-03-07 You re no idiot of course You know you can t throw a corporate function together overnight especially if you want to impress clients shareholders and upper management Whether you re prepared to tackle the task yourself or you re considering hiring a professional you want your event to be a stellar occasion to remember The Complete Idiot s Guide to Meeting and Event Planning Second Edition will show you how to organise any company gathering on time and on budget whether you re hosting 10 or 10 000 In this revised and updated Complete Idiot s Guide you get Up to date information on planning and budgeting software phone and data lines audio and video and satellite bookings Expanded coverage on international conferences via remote abroad or by international components Ideas for smoothly dealing with last minute glitches and crises *Logistikorientiertes Management von Events* Tilo Bobel,2009 Bislang wurden Events unter dem

Gesichtspunkt der ökonomischen Evaluierung und des Marketings untersucht weniger unter dem des operativen logistischen Managements. Dem Erfolg der eher praxisgetriebenen Eventbranche stehen noch wenige Forschungsbemühungen gegenüber. Vor diesem Hintergrund analysiert die vorliegende Arbeit, wie die Eventlogistik bzw. ein logistikorientiertes Management von Events ausgestaltet sein sollte. Mit Hilfe einer systematischen Eventlogistik werden Optimierungspotenziale und Rationalisierungspotenziale im Eventmanagement erschlossen und identifizierte Problemstellungen im aktuellen Management von Events gelöst. Aufbauend auf 43 Interviews mit Experten aus der Event Praxis (Eventmanager, Eventlogistiker, Eventtechniker, Messebauer und Caterer) und mit Hilfe der in wissenschaftlichen Arbeiten eher selten genutzten qualitativen Forschungsmethoden der Grounded Theory und der Qualitativen Inhaltsanalyse wird die aktuelle Praxis des Eventmanagements systematisch untersucht. Die Arbeit leistet nicht nur einen wesentlichen Beitrag zur Konzeption einer Eventlogistik Theorie, sondern zeigt der Eventmanagement Praxis gezielt auf, mit welchen Möglichkeiten und an welchen Stellen des weitverzweigten Dienstleistungsnetzwerkes Event logistische Verbesserungen zu erzielen sind.

Event Planning and Management Ruth Dowson, David Bassett, 2015-09-03. The events industry is an exciting, innovative, diverse and highly challenging environment in which to work. Event Planning and Management offers a structured, practical approach to all types of events, from the initial planning to final evaluating stages. It introduces the key models and theories but focuses on the practical side of building and working with a team, choosing a location, creating a programme, dealing with stakeholders and sponsors, promoting the event, essential financial and procurement considerations and finally evaluating the event. Each stage of the process is fully supported with online resources including templates and discussion questions to make up a complete event planner's toolkit. Balancing coverage of the key theory and models with essential practical guidance, tools and case studies from organizations such as London 2012 and the Prince's Trust, *Event Planning and Management* is an ideal handbook for students and practitioners alike. About the PR in Practice series. Published in collaboration with the Chartered Institute of Public Relations (CIPR), the PR in Practice series comprises accessible, practical introductions to day-to-day issues of public relations practice and management. The series' action-oriented approach keeps knowledge and skills up to date.

The Business of Event Planning Judy Allen, 2002-07-09. 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 *Event-Management* Lars Borgwardt, 2006-10-30 Inhaltsangabe

Einleitung Event Management ist ein Begriff der mit Event Marketing gleichgesetzt wird Als Laie versteht man unter Event Management in der Regel nur die Konzeption Planung und Durchführung eines Events Der Begriff Event Marketing hingegen verrät wo der Event Bereich eigentlich einzuordnen ist im Marketing Hier geht es nicht nur um die allgemeine Organisation eines Events von Anfang bis Ende sondern auch darum zum Beispiel ein Produkt zu vermarkten Das heißt dass das Produkt durch das Marketing Event Produktpräsentation mit bestimmten inszenierten Stimmungen Highlights und anderen emotionalen Maßnahmen hervorgehoben und somit eine erlebte Werbebotschaft vermittelt werden soll Events werden als kommerzielle Ereignisse als Mittel zur Unternehmenskommunikation und zur Aktivierung von Zielgruppen immer wichtiger Event Marketing und Management sind somit identisch und bilden ein interessantes aufregendes und vielseitiges Themengebiet Dieses Instrument wird im Marketing seit ca Mitte der 90er Jahre verwendet Der Grund für die Erschaffung eines neuen Marketinginstruments ist simpel Aufgrund wachsender Dienstleistungsmärkte fortschreitender Konsumterproduktion die eine regelrechte Produktüberflutung auf den internationalen Märkten zur Folge hat gut informierter und kritischer Kunden sowie stark verkürzter Produktlebenszyklen konnte die Zielgruppe durch klassisches Marketing Werbung in Print Rundfunk TV auf Plakaten durch PR etc nicht mehr erreicht werden Eine neue Form des Marketings musste also gefunden werden die die Zielgruppe direkt anspricht und lange in Erinnerung bleibt Diese Vorstellung wurde durch das Event Marketing realisiert Wie bereits erwähnt kreiert Event Marketing durch Veranstaltungen bestimmte Stimmungen und Gefühle die die anwesende Zielgruppe aufgrund ihrer Einzigartigkeit lange in Erinnerung behalten und mit dem auf dem Event präsentierten Produkt in Verbindung gebracht werden sollen Im Event Management haben wir es also viel mehr mit individuellen Entscheidungen subjektiven Wahrnehmungen und psychologischen Effekten zu tun als in der Betriebswirtschaft oder Technik Die im Jahr 2004 durchgeführte EU Osterweiterung öffnet die europäischen Grenzen und bietet somit auch allen deutschen Branchen eine Vielzahl von Möglichkeiten In diesem Sinne gilt es für mich zu berichten was Osteuropa der deutschen Event Branche bieten kann Dieses Gebiet ist bislang noch nicht erforscht *Event Management: Meetings, Incentives, Conferences And Expositions* Dr. Priti R. Nagal, Event Management Meetings Incentives Conferences and Expositions is a comprehensive guide to planning organizing and managing professional events in the MICE industry The book covers all essential aspects of event management including budgeting logistics marketing sponsorship risk management and post event evaluation It emphasizes the growing role of MICE events in business tourism and global networking With practical tools like checklists case studies and real world examples it equips students and professionals with the knowledge

and skills needed to successfully manage corporate events exhibitions and conferences Ideal for learners in hospitality tourism and event management programs Event Planning Execution Covers each stage of event management from pre event planning and budgeting to coordination logistics and post event evaluation Industry Relevance Explains how MICE events contribute to business growth destination marketing and international networking Marketing Sponsorship Includes strategies for promotion branding public relations and attracting sponsors and stakeholders Stakeholder Management Discusses roles of event organizers vendors venues clients and attendees in successful event delivery Risk Crisis Management Provides guidance on managing legal financial environmental and logistical risks in events

Virtual Events Management Tim Brown,Claire Drakeley,2023-08-30 The COVID 19 pandemic and resulting lockdowns has seen a boom in the occurrence of virtual events Virtual Events Management is a unique text as it looks at events from both a live event virtual event and hybrid perspective

Event Planning Judy Allen,2009-04-16 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

Strategic Communication in Event Planning for Corporations, Nonprofits, and Individuals Sheri Parmelee,Clark Greer,Tammy Brown,2025-10-13 A Practical Guide to Strategic Communication in Event Planning for Modern Organizations and Individuals Strategic Communication in Event Planning for Organizations Nonprofits and Individuals is a modern comprehensive guide to the full lifecycle of event planning from pre event analysis to post event evaluation With a focus on the strategic integration of communication this textbook equips readers to design and execute impactful events that align with organizational goals Its unique approach combines the latest research with practical applications emphasizing digital tools such as artificial intelligence AI to meet the demands of today s dynamic event industry Authored by experts with a combined 70 years of experience in event planning communication and finance the book addresses challenges unique to in house planning for businesses nonprofits and individuals It delves into budgeting promotions and logistics while providing step by step guidance for both new and seasoned planners Throughout the book real world case studies innovative insights and actionable strategies empower readers to create memorable and effective events Part of the trusted Wiley Event Management Series Strategic Communication in Event Planning for Organizations Nonprofits and Individuals Offers an inclusive framework for strategic communication that addresses every part of the event lifecycle Provides innovative approaches to promotions budgeting logistics and post event reporting Focuses on in house event planning to reduce external costs and improve organizational autonomy Highlights the integration of communication strategies with event objectives to ensure impactful outcomes Includes instructor friendly resources and assignments that are ideal for academic settings Strategic Communication in

Event Planning for Organizations Nonprofits and Individuals is an ideal textbook for undergraduate and graduate courses in event planning hospitality and communication and a valuable reference for professional event planners nonprofit organizers and consultants wanting to enhance their strategic communication skills **Marketing Your Event Planning Business**

Judy Allen,2010-05-20 Practical prescriptive advice on successfully marketing your event planning business Recent years have been tough on the event planning industry The terrorist attacks of September 11 2001 economic downturns wars and SARS have all negatively impacted the business There are fewer corporate dollars dedicated to travel budgets and special events creating even more pressure on businesses in an already highly competitive industry This book tells you all you need to know to market your business and build your client base in good times and bad Marketing Your Event Planning Business shows you how to gain a competitive advantage by setting yourself apart from the competition pursuing new markets and soliciting sales It covers all the vital topics in event planning marketing including how to diversify your client base develop niche markets improve your customer service establish emergency business plans and much more Ideal for event planners marketing managers in the industry and professionals in the hospitality culinary or travel industries Includes actionable advice on successfully marketing an event planning business Features illustrative examples practical tips and useful checklists and other resources Marketing Your Event Planning Business is packed with practical tips and examples giving you creative new ways to showcase your talents build your business and bring added value to your clients **Events**

Management Nicole Ferdinand,Paul Kitchin,2012-03-23 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 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 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 **Event-Management** Stephan M. Hirt,2013-11-01 Events haben heute ihren festen Platz im Kommunikations Mix von Unternehmen staatlichen Institutionen und Nonprofitorganisationen In einigen Branchen sind sie sogar der wichtigste Posten im Kommunikationsbudget Dieses Buch

vermittelt die vielfältigen Grundlagen des Event Managements. Es gibt Handlungsempfehlungen auf der strategischen und operativen Ebene. Neben dem theoretischen Basiswissen werden zentrale Fragen der Konzeption, Planung, Durchführung und Kontrolle von Events sowie volkswirtschaftliche, rechtliche und kundenverhaltensbezogene Aspekte behandelt. Aktuelle Fallbeispiele zeigen die konkrete Realisierung von Projekten auf. Praxisorientierte Arbeitshilfen in Form von Checklisten helfen auch komplexe Event-Ideen erfolgreich umzusetzen. Das vorliegende Buch ist als Kompendium aufgebaut und eignet sich ideal einerseits für alle im Event Management Tätigen, ob Profi oder Einsteiger, und für das Studium an Hochschulen und in der Weiterbildung sowie für das Selbststudium.

Event Planning 2Nd Edition Laurence Carter, 2013-01-15

Event Planning is an exciting option for individuals who desire to work as event managers. Individuals can work as an organisation's primary event planner or they can freelance as an event planning entrepreneur. Their primary responsibility in either case would be to successfully plan and organise events. Event planning can involve time-consuming, detailed work that will require dedication on the part of the event planner to plan and execute the staging of an event. It can be rewarding and satisfying to see the results of your planning efforts coming together in a successful event. This book is dedicated to explaining the practical skills required for event planning in a simple format. The goal is to allow readers to have a greater understanding of what it takes to successfully plan and manage an event and to help them put their knowledge into practical use.

Successful Meetings, 2007-10

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