

## Meeting Event Planning For Dummies

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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!

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Meeting and Event Planning For Dummies: 9780764538599 ...

Use the tips in the following list for successful meeting and event planning: Make sure meeting objectives are clear and concise. Determine whether it ' s necessary to meet at all, or whether you can accomplish your objectives in another way. Choose the right meeting

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location — one with the right number, size, and shape of meeting rooms.

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Your event master plan should encompass all aspects of the event, including: Venue, logistics, & catering management (contracts, permits, insurance, etc.) Speakers and presenters (identifying, confirming, logistics & management) Activities and entertainment.

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