

Meeting Event Planning For Dummies

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

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people together. This comprehensive resource. Expert advice on how to stage the perfect event every time. "A terrific resource of information for anyone in the event-planning business."

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Part of Meeting and Event Planning For Dummies Cheat Sheet One of the most important skills any meeting and event planner must have is the ability to negotiate. Few things are set in stone, so unless you're planning an event around the Ten Commandments, you can negotiate price, perks, contract language.

How to Negotiate when Planning Your Meeting or Event - dummies

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Meeting & Event Planning for Dummies by Susan Friedmann

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I truly enjoyed Meeting and Event Planning For Dummies because the information is simple and to the point. This book gives a lot of websites to help with event planning. Also, it gives information of things that you would never think about when planning an event.

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