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requires multitasking skills and ingenuity. To succeed, you need to know the basics of meeting or event planning and how to plan effectively. Then, you must hone your skills so that you can negotiate for the best venues, vendors, and speakers for your attendees. And, if you can do all [...]Meeting and Event Planning For Dummies Cheat SheetSome experience related to event

planning may be helpful. Education. Meeting, convention, and event planners typically need a bachelor's degree. Although some colleges offer degree programs in meeting and event management, other common fields of study include communications, business management, marketing, and business administration. Meeting, Convention, and Event Planners : Occupational ... Bonus: Post-Event Review. We've also put together an easy-to-use checklist so nothing falls through the cracks. To identify the timeline, start by working backwards from your event date. And if you're planning a virtual event rather than a traditional in-person one, we have a downloadable Virtual Event Checklist, as well!

The Ultimate Event Planning Guide: How to Plan an Event

The event planning industry is host to numerous job titles and job descriptions. Event planner, meeting planner, event coordinator, convention planner, and event manager to name just a few. The list seems endless. As the industry grows, so does the list of job functions.

Event Management vs. Planning: What's the Difference?

Event planning is the energizing art of choreographing people and activities in order to create a show that creates memories of a lifetime. Designing and producing an event, whether it's a meeting, corporate event, fund-raiser, tradeshow or any other event, is in many ways comparable to directing a live stage performance.

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