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Laura Capell

Managing Director, Sledge Ltd



Event Management For Dummies By Capell Laura

Laurence Carter



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Event Management For Dummies Laura Capell,2013-11-04 Your straightforward guide for planning and running an event 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

Low Power FM For Dummies Sharon M. Scott,2023-10-10 Beginner friendly advice on how to start and run a local FM station There are approximately 2000 low power FM radio stations in the United States That number will grow as more licenses are issued in the coming years **Low Power FM For Dummies** walks you through the key steps you need to take to establish manage and help run one of these hyper local broadcast operations You'll get easy to follow help on everything from making all your gear work to financing your operation managing your staff and complying with rules and regulations Not sure where to begin No worries This book explains the process of getting a broadcast license and collecting all the necessary tools It also provides insight on starting with a station that streams online only Already got started That's great too You'll learn to refine your approach to low power FM station management with the useful tips found within **Low Power FM For Dummies** will also help you Serve your community at a hyper local level with programming aimed directly at the people in your area Manage the people technology processes and systems that underlie a well run low power FM station Guide the operations of a new or established station as a volunteer board member or creator Low power radio stations need well informed and effective operators technicians board members and volunteers to fulfil their potential **Low Power FM For Dummies** can help you fill any of those roles and more in no time at all

Cool Careers Without College for People Who Love Planning and Organizing Rebecca Pelos,Robert Greenberger,2017-07-15 Whether a reader has aspirations to be the next Martha Stewart or just loves creating artistic tabs for school notebooks this guide gives students all the tools they need to jump into a career that involves planning and organizing Each chapter takes the reader through a specific career path providing him or her with first person accounts from professionals in the field websites books and organizations that can provide even more guidance Every career path can be achieved without college which is great news for students who don't want to deal with student loans

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team and much more Use The Event Planning Toolkit to uncover some juicy nuggets of information that you can apply to your next event and give you the courage and confidence take on any new project or assignment that comes your way **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 organisations 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 **Event Planning And Management** Sandeep Sharma,2010-09-01

The Business of Event Planning Judy Allen,2010-04-26 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 Planning** Judy Allen,2008-12-30 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 **Event Planning** Alex Genadinik,2015-11-07 Become an event planning pro create a successful event series **Event Planning** Rachel Johnston,2019-10-07 Whether you re a veteran newbie or accidental event planner you ll learn fresh strategies to smartly select speakers manage logistics set a content road map as well as plan and execute rave worthy events of all types Inspired by decades of delivering everything from large scale corporate events to multiple TEDx gatherings this fun practical book will transform how you plan your next event no matter

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Event Planning Made Easy Paulette Wolf,Jodi Wolf,Donielle Levine,2005-05-11 Step by step guide to organising any event function gala or fund raiser It covers determining who what where when and how working out timing and location creating a project timeline and budget designing your event sorting out the last minute details and finally post event follow up

Event Planner: How to Start a Full Service Event Planning Business J.H. Dies,2017-11-21 A new guide to the Event Planner Business from best selling award winning author J H Dies who has written more than ten books on event planning Whether you are looking to begin in the event planning business or trying to plan your own event with true professionalism book includes everything required to build and create your own brand as an exclusive event planner This book includes Initial consultation interview notes How to build a wedding planner portfolio How to charge for your services Example contingent hourly and flat fee contracts Wedding theme ideas Detailed wedding planning checklist with chronology Venue qualification checklist How to market your wedding planning business Food and beverage planning tools Alcohol consumption planning and pricing tools Wedding budget checklist with excel spreadsheet Wedding tipping conventions Linen planning tool Seating planning tool Reception planner and contact tool Guest list management tool Dance floor and entertainment planning tools Vendor management tools Invoice templates Photographer and florist interview questions Flower planning tool Event planning templates for bar bat mitzvah s golf tournaments corporate events and more This event planner business guide is filled with useful up to date ideas for building your business from the ground up even if you do not have a store front As your business grows this guide will provide insights to help including invaluable advice on how to build the business with venues rentals and more The reader will learn how to set up the business market it meet with clients and design the perfect event with step by step checklists budgets guides contracts and planning tools used by event planners every day Make money working for yourself from a rewarding business helping people that you can start at home or on the side and build to a more than six figure career No special education or experience is needed to apply the principles of event planning One of many books published by newbizplaybook publishing this manual is designed to teach you everything you need to know to be an exceptional consultant If you want to plan your own wedding or special event this book contains everything you need to produce the highest quality event money can buy even if you are on a budget You will learn how to prepare for and run events with realistic budgets extensive guest lists venue management and so much more Full courses on event planning and certifications can cost thousands but everything you need to be a successful planner is contained in this book **Start Your**

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Event Planning Laurence Carter, 2007 This text attempts to help readers to develop an understanding of how events should be researched developed planned and managed leading up to the day of the event It also examines the process of evaluation that takes place after the event has occurred Its aim is to help the reader build their practical skills in Event Management *Events Management* Charles Bladen, James Kennell, Emma Abson, Nick Wilde, 2012-06-12 Contemporary events management is a diverse and challenging field This major new introductory textbook is the first to fully explore the multi disciplinary nature of events management and to provide all the practical skills and professional knowledge students need to succeed in the events industry The book covers every type of event studied on an Events Management course including sports music the arts corporate events tourism and the public and voluntary sectors It introduces the key issues facing the contemporary events industry from health safety and risk management to sustainability to developing a market oriented business with every topic brought to life through case studies personal biographies and examples of best practice Written by a team of authors with many years of industry experience it introduces the practical skills required in every core area of events management including marketing finance project management strategy operations event design and human resources A companion website for the book includes a dazzling array of additional features including self test questions audio interviews with key industry figures additional case studies and PowerPoint slides for each chapter Events Management An Introduction is the essential course text for any events management program

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