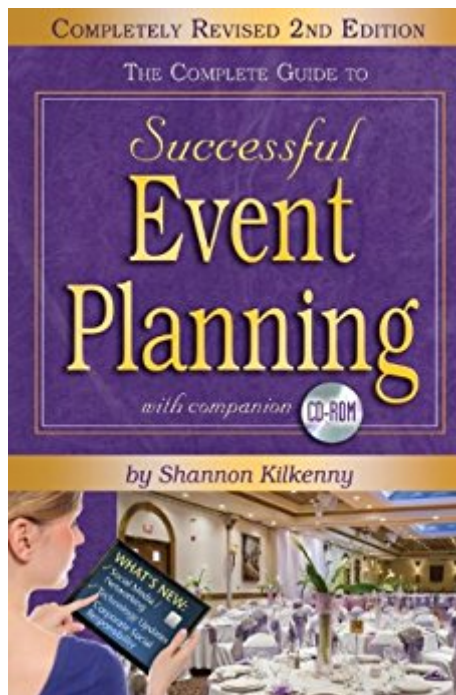




The book was found

The Complete Guide To Successful Event Planning - Completely Revised 2nd Edition



Synopsis

Gathering people together for a special event is always a challenge. Even for the experienced planner, each event is unique. The revised second edition of this award-winning book is designed to assist any planner with meeting all the challenges that surround a production. Whether you find yourself in charge of one important event or you have chosen event planning as a career, you want your events to be incredibly successful and remembered for years to come. A memorable event is one that flows smoothly with every detail carefully orchestrated and meticulously produced with the participant in mind. Successful events do not just fall together; they are the result of hard work, creativity, awareness, and careful attention to detail – every detail. The Complete Guide to Successful Event Planning with Companion CD-ROM – REVISED 2nd Edition is the most thorough, concise, and easy-to-follow event planning book available. From the initial concept of the event to ongoing management, this book provides techniques to increase your chances of success and systems to avoid many common mistakes. It shows you dozens of ways to save time and money and introduces you to every facet of the planning process. This ultimate guidebook equips readers with new ideas, support, and creative problem-solving skills. The chapters follow the dynamics of the actual event planning process and are supported by extensive checklists and timelines. As readers undertake the complexities of daily responsibilities and tasks, The Complete Guide to Successful Event Planning inspires efficiency and confidence and makes it possible to stay on track. The revised second edition includes information on timely practices such as planning environmentally friendly parties, using technology applications and gadgets to orchestrate a modern event, and generating enthusiasm for your events using social media and social networking. The companion CD-ROM included with the book contains helpful checklists, worksheets, and contracts and agreements to help you coordinate an organized event. On the CD-ROM, you will find sample speaker agreements, timelines for planning your event, status reports, budget sheets, site selection checklists, and much more. The information found in this book is suitable for creating events for any theme, size, location, or budget. Both professionals and novices alike will find this guidebook a must-have. Whether you are planning the Academy Awards or your daughter's wedding, allow this newly revised book to show you everything you need to know to make your next event a success. The companion CD-ROM is not available for download with this electronic version of the book but it may be obtained separately by contacting Atlantic Publishing Group at sales@atlantic-pub.com. Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles

are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed. This Atlantic Publishing eBook was professionally written, edited, fact checked, proofed and designed. The print version of this book is 336 pages and you receive exactly the same content. Over the years our books have won dozens of book awards for content, cover design and interior design including the prestigious Benjamin Franklin award for excellence in publishing. We are proud of the high quality of our books and hope you will enjoy this eBook version.

Book Information

File Size: 2832 KB

Print Length: 336 pages

Publisher: Atlantic Publishing Group, Inc.; 2 edition (August 29, 2011)

Publication Date: August 29, 2011

Sold by:Ã Â Digital Services LLC

Language: English

ASIN: B005ZWX4WY

Text-to-Speech: Enabled

X-Ray: Not Enabled

Word Wise: Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #112,938 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #4

inÃ Â Books > Crafts, Hobbies & Home > Weddings > Etiquette #10 inÃ Â Kindle Store > Kindle eBooks > Crafts, Hobbies & Home > Weddings #23 inÃ Â Books > Crafts, Hobbies & Home > Event Planning

Customer Reviews

I don't know how this woman calls herself an event planner when she obviously hasn't ever written for public relations. Her writing is poor, repetitive, and hard to understand. I'm sure there are good skills for event planning throughout, but I couldn't get past chapter 3 due to the horrid grammar.

I had just started reading it but I can already see the usefulness of this book. unfortunately I have the Kindle version and it did not come with a companion CD. Is there any way to access the files or download them from somewhere so I will have them?

The CD was not with the book!

Brilliant book I am so delighted with it. There is lots of helpful guidance that has helped me to shape my business.

A must have if you are in the event planning industry!

Great resource - reasonable price

Very informative. I love it

I bought this book hoping that it will provide me with a comprehensive guide to event planning since I am a beginner. The author gave some really good insights. Love the "Green Planning" section. Overall, it is an excellent source of information.

[Download to continue reading...](#)

Event Planning: Management & Marketing For Successful Events: Become an event planning pro & create a successful event series The Complete Guide to Successful Event Planning - Completely Revised 2nd Edition The Complete Guide to Successful Event Planning with Companion CD-ROM REVISED 2nd Edition Event Planning: Plan Events Like a Professional, Impress Your Clients and be Your Own Boss in 12 Simple Steps (event planning, experience, organise, manage, ... be your own boss, work from home Book 4) Event Planning: The Ultimate Guide To Successful Meetings, Corporate Events, Fundraising Galas, Conferences, Conventions, Incentives and Other Special Events The Business of Event Photography: The Nuts & Bolts for Novice Event Photographers The Birth Partner, 4th Edition, Completely Revised and Updated: A Complete Guide to Childbirth for Dads, Doulas, and Other Labor Companions Neil Sperry's Complete Guide to Texas Gardening (Completely Revised and Updated) Hardback 1991 A Step by Step guide to planning your dream wedding on a budget: An Amazing Event - It is possible Start Your Own Event Planning Business: Your Step-By-Step Guide to Success (StartUp Series) Meeting and Event Planning For Dummies Halley's Bible Handbook, Deluxe Edition: Completely Revised and Expanded Edition---Over 6

Million Copies Sold Ear Candling - The Essential Guide: Ear Candling - The Essential Guide: This text, previously published as "Ear Candling in Essence", has been completely revised and updated. The Encyclopedia of Furniture: Third Edition - Completely Revised This Old Boat, Second Edition: Completely Revised and Expanded (International Marine-RMP) Stripped: More Stories from Exotic Dancers, Completely Revised and Updated Edition Nelson's New Illustrated Bible Dictionary: Completely Revised and Updated Edition Halley's Bible Handbook, Large Print: Completely Revised and Expanded Edition---Over 6 Million Copies Sold The Womanly Art of Breastfeeding: Completely Revised and Updated 8th Edition Renovation 4th Edition: Completely Revised and Updated

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)