

MEETING AND EVENT PLANNING 2021 SCHEDULE

9a – 3p via Zoom

FEBRUARY 26	1. MEETING PLANNING BASICS
MARCH 5	2. SITE SELECTION
MARCH 12	3. FOOD AND BEVERAGE PLANNING
MARCH 19am	4. EVENT BUDGETING AND RETURN ON INVESTMENT
MARCH 19pm	5. CONTRACTING AUDIO, VIDEO AND LIGHTING
MARCH 26	6. INTRODUCTION TO SPECIAL EVENTS



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