

MEETING AND EVENT PLANNING PROGRAM

SPRING 2022 SCHEDULE

Live Online via Zoom | FRIDAYS | 8:30am - 3:30pm

FEBRUARY 4	1. MEETING PLANNING BASICS
FEBRUARY 11	2. BUDGETING AND CONTRACTING
FEBRUARY 18	3. SITE SELECTION
FEBRUARY 25	4. FOOD AND BEVERAGE
MARCH 4	5. INTRODUCTION TO SPECIAL EVENTS



Massey Business Center 401
1900 Belmont Boulevard

615.460.5554
BELMONTLEADERSHIP.COM