

PLANNING YOUR SEMINAR.

The following timetable details the processes involved in running a successful seminar, from the decision to produce a seminar for your clients to the event itself and the follow up period.

This will help give you an idea of all the things you need to plan for and allows you to see at a glance where you should be in the planning stage, and what is still left to do.

WEEKS TILL THE SEMINAR	PLAN OF ACTION	COMPLETED	PLAN OF ACTION	COMPLETED
10 weeks	Decide on the date and start time for the seminar.	<input type="checkbox"/>	Use the "Sample template" letters to help you produce: <ul style="list-style-type: none"> • Invitation letter with reply slip • Attendance confirmation letter • Agenda • Response Sheet. 	<input type="checkbox"/>
	Make sure that you have all the information that you need in order to present on the day.	<input type="checkbox"/>		
9 weeks	Research potential venues and decide on a location. Ideally the venue needs to be 10 miles from the mailing areas and of good quality.	<input type="checkbox"/>	Set up a database to record: <ul style="list-style-type: none"> • Details of mailshot recipients • Responses received • Names of people attending • Progress after the event. 	<input type="checkbox"/>
	Use the "Seminar Planning – Key Elements Guide" to make sure you have considered all the requirements.	<input type="checkbox"/>		
8 weeks	Research your target market; use your own client base, buy lists, research the local area or use research websites.	<input type="checkbox"/>	Visit possible venues to decide if they are suitable for the seminar. Once you have chosen a suitable venue, make sure you check it's available and book it. (Refer to the "Seminar Planning – Key Elements Guide" to help you out).	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
7 weeks	You may wish to promote your seminar on your website or via email, which could generate interest from your existing clients. If you choose to do so, make sure that you provide details of the venue, date and time. Ideally include a facility to book online.	<input type="checkbox"/>		<input type="checkbox"/>
6 weeks	Start planning your presentation and consider the topics you want to cover. Ensure any other speakers are available.	<input type="checkbox"/>	If your staff are attending make sure they are familiar with the content and objective of the seminar and the role they will play.	<input type="checkbox"/>
	Make sure that you allocate staff to be available to welcome your clients on the day of the seminar and direct them to the room.	<input type="checkbox"/>		

Guide To Event Planning Seminar

Susan Friedmann



Guide To Event Planning Seminar:

The Complete Guide to Successful Event Planning Shannon Kilkenney, 2011 Book CD ROM This 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 guide inspires efficiency and confidence and makes it possible to stay on track This revised 2nd 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 co ordinate an organised 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 Art of Event Planning Gianna Cardinale Gaudini, 2019-06-09 In *The Art of Event Planning* Gianna Gaudini demystifies the process challenges and joys of event planning at the highest level She comes to the table as a highly seasoned professional but she delivers incredible information that can be applied to a large event or the most intimate dinner at home interchangeably She is so generous with her experience and has so clearly outlined an effective work flow and process that her words will truly inspire even the novice This book is also an empowering guide to leadership communication partnership and visionary thinking Whether interested in an events career or simply a leadership role in any kind of organization Gianna provides inspiration and clarity for the most basic and effective interpersonal skills that are central to any great working relationship That s a truly unexpected bonus and I recommend this book whole heartedly BRAVO David Stark renowned Author Founder and Chief Creative Officer of David Stark Design and Production Do you want to create live or virtual events that are memorable engaging and impactful Do you want to take your career in event planning to the next level Then read on Amazon best seller *Art of Event Planning* will forever alter the way you look at your next corporate event gala conference dinner party and virtual event and create better engagement and success This book is both an enjoying journey and tactical guide with exciting ideas and real world applications It s time to learn how to make a lasting impact for your company your attendees and most importantly your professional identity *The Art of Event Planning Pro Tips from an Industry Insider* currently included in the California State School hospitality and tourism management course curriculum is a valuable and insightful guide for event planners Gianna Gaudini former Event leader for Google Vision Fund and currently Head of Events Training and Certification for Amazon Web Services reveals her secrets for event planning and career success Whether you

re a well seasoned veteran just starting out or anywhere in between you ll benefit from her case studies advice and lessons learned through years of experience Gianna is passionate about helping event planners create events that are memorable meaningful impactful and most of all successful She is a sought after writer and speaker and holds certifications in interior design and as a court master sommelier You can learn more by visiting www.giannagaudini.com press for press podcasts and webinars by Gianna The Art of Event Planning will help you Guarantee event planning success using her pro tips and secret sauce formula Build a career in event planning and establish your unique niche Create unforgettable experiences at live or virtual events Surprise And Delight Your Audience Build your rockstar event team Develop successful and win RFP s Define your target audience Find the perfect venue Measure and create ROI Learn best practices for working with clients and stakeholders Market your event Navigate contracts and negotiation like a pro Incorporate diversity and inclusion practices at your event Personalize your event experience at scale Identify and acquire your target audience Create a winning event strategy Execute flawless events

The Complete Idiot's Guide to Meeting and Event Planning Robin E. Craven,Lynn Johnson Golabowski,2006 A revised handbook on how to plan a meeting or conference addresses site selection contract negotiation publicity entertainment scheduling setting up and breaking down event logistics menus A V requirements budgeting and expenses and emergencies Original

Meeting and Event Planning For Dummies Susan Friedmann,2003-07-25 Expert advice on how to stage the perfect event every time A terrific resource of information for anyone in the event planning business James Spellos CMP President Meeting U Meeting Event Planning For Dummies is a practical step by step guide to the strategies and techniques event planning professionals use to bring people together This comprehensive resource covers all the angles from the little details to the big picture to make sure your business meetings and special events come off without a hitch Praise for Meeting Event Planning For Dummies Packed with valuable information in an easy to use format It covers all the basics for the meeting planning novice Diane Silberstein President Diane Silberstein Associates A great resource book every event professional should have Checklist heaven We all love our checklists and this book is full of them Cathy Breden CAE CMP

The Event Planning Toolkit Linda Joyce Jones,2020-11-12 The Event Planning Toolkit will help you rise to the occasion to plan and execute extraordinary meetings and events by getting organized reducing time wasting mistakes and inspiring creativity The Event Planning Toolkit provides the information you need to prepare and execute each aspect of your event with precision and enjoy the big day with less stress and fewer unpleasant surprises It provides the assistance you need to make your event a real hit Many people find the thought of planning an event to be an intimidating prospect They think they re not organized enough or they don t have the experience required to pull it off But whatever the occasion the path to success is straightforward it s a matter of thinking through the details and using a proven strategy to create an action plan and execute that plan on time and on budget In this book you will not only learn how to manage your scope time and resources but also identify goals create a budget find the

right venue assemble an effective 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 *Training Event Planning Guide* Graham Roberts-Phelps,1998 What do you want your delegates to remember most about your course the quality and content of the programme or the buffet lunch Or put it another way which is more important the content and delivery of a course or the administration of a course When you think of it in these terms it is clear that both are equally important Training Event Planning Guide starts from this premise and aims to help you ensure that both your training delivery and your course administration are flawless Its practical mix of tips plans and checklists cover every aspect of the who how what where and when of a successful event So whether you re a line manager preparing for a thirty minute team meeting PA to the sales director preparing the annual conference administrator for a large training department or an experienced trainer preparing a three day residential for senior managers Training Event Planning Guide will save you time money effort and stress [The Complete Guide to Successful Event Planning](#) Shannon Kilkenny,2016-07-14 Gathering people together for a special event is always a challenge Even for the experienced planner each event is unique The revised third edition of this award winning book has been expanded to include social media social networking cultural sensitivity ethics and diversity The Complete Guide to Successful Event Planning 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 **Event Planning** Judy Allen,2009-04-16 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 **How To Plan An Event** Chaya Touchette,2021-05-10 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are several components you should start to consider early on to make the process as stress free as possible This book is a valuable and insightful guide for event planners whether you re a well seasoned veteran just starting or anywhere in between The experts interviewed share case studies advice and lessons learned through decades of success Event planning is all about making it memorable The secrets in this book make it easy **TRAIN TO WIN - Military Field Manual** U.S. Department of Defense,2017-07-31 This book describes in detail how the

Army trains to win in diverse situations and on different terrains to overcome strenuous environments and avert all types of attacks. With that focus, the Army develops training readiness and the capabilities that support Army and joint force of the commanders. The authors expanded the fundamental concepts of the Army's training doctrine. This reading focuses on training leaders, Soldiers, and Army Civilians as effectively and efficiently as possible given limitations in time and resources. It also aims to ensure that leaders incorporate ethical aspects such as moral ethical decision points and personal actions into training scenarios or routinely discuss ethics during post training after action reviews.

Contents: Training Overview, Train to Win, Principles of Training, Training Proficiency, The Role of Leaders, Battle Focus, Training Environment, Training for Battle Rhythm, Commanders Dialogues, Reserve Component Training Considerations, Developing the Unit Training Plan, Training Readiness, The Army Operations Process, Command Training Guidance, The Unit Training Plan, Training Briefing, Conducting Training Events, Overview, Plan, Prepare, Execute, Assess, Realistic Training, Training and Evaluation, Outlines, Company Training Meetings, After Action Reviews, Lane Training, Unit Training Plan, All Training Briefings, T week Concept.

The Complete Idiot's Guide to Meeting & Event Planning, 2E Lynn Johnson Golabowski, Robin E. Craven, 2006-03-07. You're no idiot of course. You know you can't throw a corporate function together overnight, especially if you want to impress clients, shareholders, and upper management. Whether you're prepared to tackle the task yourself or you're considering hiring a professional, you want your event to be a stellar occasion to remember. *The Complete Idiot's Guide to Meeting and Event Planning, Second Edition* will show you how to organize any company gathering on time and on budget, whether you're hosting 10 or 10,000. In this revised and updated *Complete Idiot's Guide*, you get up-to-date information on planning and budgeting, software, phone and data lines, audio and video, and satellite bookings. Expanded coverage on international conferences via remote, abroad, or by international components. Ideas for smoothly dealing with last-minute glitches and crises.

Confessions of an Event Planner Judy Allen, 2009-03-26. For anyone planning events, student, novice, or experienced professional, *Confessions of an Event Planner* is an apprenticeship in a book. This insider's guide takes you on a narrative journey following a fictional event planning company that stages various types of events around the world for many different clients. While other books, college courses, and training programs give you the theory and how-to of the profession, *Confessions of an Event Planner* reveals the real world of event planning and what can happen, usually the unexpected, on an event program when actual participants are added to the event planning design and execution mix. In a climate of media scrutiny and corporate scandals, event planners must be masters of discretion, knowing how to avoid and deal with everything from sexual romps to financial shenanigans to chainsaw-wielding salesmen dead-set on re-landscaping the grounds of the resort they're staying at. From an event planner who's seen it all and knows how to deal with it all, comes practical, first-hand advice delivered in an entertaining and accessible format. Each chapter is set in a unique location with a cast of characters and a host of challenges and problems to overcome, from the boardroom to the resort guest bedrooms. Readers learn what

they can come up against how to problem solve creatively on the fly get ideas for staging spectacular events and see the principles of event planning in action The scenario in each chapter is introduced by an outline of what will be covered in the chapter and each chapter concludes with a series of review questions to explore key issues and stimulate reflection or discussion for individuals or groups Ideal as a companion to Judy Allen s six other event planning books as a textbook in event planning courses or as a professional training tool Confessions of an Event Planner prepares planners for what they can expect once they start working in the world of corporate and social event planning and will help decision makers set company policies procedures and protocol and promote discussion about codes of conduct in the office and offsite [Event Planning Guideline](#) Aretha Burriesci,2021-05-17 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are a number of components you should start to consider early on to make the process as stress free as possible While no two events are the same and every event has varying goals budgets and audiences there are several steps you can take to jump start the planning process keep on track and maximize your event s success **Start Your Own Event Planning Business** The Staff of Entrepreneur Media,Cheryl Kimball,2015-04-20 START YOUR OWN EVENT PLANNING BUSINESS AND CELEBRATE ALL THE WAY TO THE BANK Weddings graduations birthday parties anniversaries and conferences what do these all have in common Everyone would rather hire someone else to plan and run them That someone can be you Take your passion for event planning to the next level with in the trenches advice and tools you need to start run and grow a successful business From writing a solid contract to finding reliable vendors our experts help you identify your niche teach you how to scout potential clients evaluate the competition market your business and more Discover how to Identify a niche and establish yourself within the industry Build a loyal customer base for large and small events Implement targeted strategies for planning commercial political civic social events and more Promote your business events and yourself with Pinterest Instagram and other social and online marketing tools Develop proposals vendor agreements contracts and manage day to day operations and costs Keep within budget using money saving tips and industry tested ideas Plus gain valuable insights from interviews with practicing event planners and stay on track with checklists worksheets and other resources Everything you need to make your event planning business a successful reality is right here get the party started today [Routledge Handbook of Sport Security](#) Stacey A. Hall,2025-09-01 This book provides an in depth analysis of security issues and concerns in contemporary sport Featuring the work of leading researchers and practitioners from around the world it offers practical evidence based commentary and guidance Drawing on the latest research evidence the book examines the multiple stakeholders agencies and organizations involved in providing a safe space for spectators participants staff organizations communities and sponsors It considers the coordination of private and public entities in the sports security ecosystem including facility management event management

law enforcement emergency management emergency medical services and state federal government partners as well as the private sector organizations providing support services The book also offers a comprehensive analysis of key issues and debates in contemporary sport security including terrorism cybersecurity spectator violence planning and assessment guidance for sport venues and events of all sizes management and policy considerations for leaders and decision makers and the lessons learned from critical incidents It introduces the core principles of research methods in sport security and looks ahead at future developments in this rapidly changing field This is essential reading for any advanced student researcher practitioner or policy maker with an interest in sport studies security studies event studies criminal justice management or public policy

Business Meeting & Event Planning For Dummies Susan Friedmann,2022-12-01 Hold productive meetings and events with help from Dummies It s a whole new world out there With so many companies big and small electing to move to virtual or hybrid operating models meetings have arguably become more important than ever as the primary way teams communicate day to day But how do you maximize engagement when a screen sits between you and your coworkers In Business Meeting Event Planning For Dummies expert author Susan Friedmann shares her tips and insider tricks for navigating virtual and hybrid gatherings without missing a beat Armed with top notch guidance and insider tips from Dummies you ll be able to streamline meetings to maximize efficiency and save money on or offline Create effective and exciting business events and presentations Keep on time and on budget maintain group engagement and use social media to your advantage Discover best practices proven tips and technical advice If you re a professional who wants to make the most of business meetings this is the Dummies guide for you It s also a valuable resource for anyone who needs to plan a large scale event seminar convention etc

Step-By-step Guide to Planning a Sponsored-seminar Roberta Vigilance,2005 To prevent and minimize costly mistakes often made by new event planners planning events and seeking sponsors this book guides you through the steps to achieving your event expected outcome to implementing your sponsored seminar

Insurance Conference Planner ,2001 **Your Event Planner in a Box** Bonita L. Parker,2014-04-14 From concept to completion this quick reference guide provides detailed insight and unique strategies to increase your event planning success This easy to follow guide includes my own personal systems and analyses to guide you through avoiding general planning mistakes and shows you a ton of ways to save time and money in all major facets of event planning This fail proof guide equips the reader with tried and proven tips and creative problem solving techniques that can be applied to any event of any size whether it is a launch event seminar or multi day conference you will look like the professional In each chapter you will discover methods to assist with finding your event purpose mapping out your budget choosing the perfect location and narrowing down your target audience I have also included real life case studies that you will easily resonate with as they follow the ins and outs of the event planning process Whether you are a professional planner or a novice the information provided in this guide will be insightful and relative to planning with confidence and achieving success in all future events

COMP GT SUCCESSFUL EVENT PLANN Shannon Kilkenny, 2016-07-30 Gathering people together for a special event is always a challenge. Even for the experienced planner, each event is unique. The revised third edition of this award-winning book has been expanded to include social media, social networking, cultural sensitivity, ethics, and diversity. *The Complete Guide to Successful Event Planning* 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.

Reviewing **Guide To Event Planning Seminar**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Guide To Event Planning Seminar**," an enthralling opus penned by a highly acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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