

Event & Meeting Planning Certificate

Many individuals and businesses are recognizing the importance of hiring event planning professionals to plan and execute special events.

*CTF 07 Event & Meeting
Planning I (T)* \$325
MonWed 6:45-9:45pm
Oct 2-Dec 18

This course will cover vital aspects of the business from the fundamentals and business planning, to contracts and risk management. A variety of events will be covered, including weddings, special events, fundraisers, trade shows and green meetings.

*CTF 08 Event & Meeting
Planning II* \$240
Tue 6:45-9:45pm
Oct 15-Dec 17

Students will develop and enhance their event planning skills through multiple projects involving planning and design. Students will be challenged to see “the big picture” of their event as well as the importance of covering all the details.

Prerequisite: CTF 07 Event & Meeting Planning I.

All course titles with a (T) require a textbook.