



## Event Planning Made Easy: 7 Simple Steps to Making Your Business or Private Event a Huge Success from the Industry's Top Event Planners (Hardback)

By Paulette Wolf, Jodi Wolf, Donielle Levine

McGraw-Hill Education - Europe, United States, 2005. Hardback. Book Condition: New. 234 x 192 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.This book helps you make every event a smashing success in seven simple steps. Whether you're organizing a company party, a product launch, or a fund-raising gala, planning a major event can be a daunting task. Now the industry leaders who've organized major events for the 1996 Olympics and for several Fortune 500 companies make it easy for anyone to plan a successful function - in seven timesaving steps: Determine the Five W's and, Always, How, Who, What, Where, When, Why, and How big is your budget? ; Take Care of the Nuts and Bolts - A surefire system to choose the perfect time and place; Create a Project Blueprint - The smart way to keep track of contacts, guest lists, menus, staff, sound, decor, security, etc. in one book; Design Your Event - Harness your creativity with looks and ideas to suit any venue; Envision Your Event - Hints to achieve an overall look, sound, and feel; Finish the Unseen Details - Tips and techniques to help pull off the...



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