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 1-Dec 12

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 2-Dec 4

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.