

Eventanizer Lite

Julia Rutherford Silvers,William O'Toole

Special Event Production Doug Matthews, 2008 A companion to Special Events Production: The Resources, this text analyzes the process of event planning to provide a unique guide to producing events. It explains budgeting and resource concerns, planning and cost projections, and the role of the well-crafted proposal.

The Event Marketing Playbook - Everything You'll Ever Need to Know About Events Adella Pasos, 2020-08-12 Are you interested in learning how event marketing can drastically improve your business and profits? Are you tired of getting nowhere fast? The event marketing playbook is a strategic guide that explains how to setup, promote and profit from events. Whether you are planning events for a nightclub, conference, trade show, executive retreat, golf outing, corporate or customer appreciation events, company dinner, holiday party, fundraising gala, team building events or even product launch events, this book will teach you how to create events that attract new customers, referrals and a consistent flow of sales that you can rely on. This book will teach you the importance of event marketing, reveal 26 ideas on how to get paid more money, and best practice examples and templates for the event planning process. If you want to learn everything you'll ever need to know about event marketing, this is the book for you! What is inside of this book? >> Event Marketing Basics Benefits of Event Marketing 26 Ideas for Getting Paid More Event Marketing Goal Guide Examples of the Event Planning Process Sample Event Action Plan >> 3 Month Event Marketing Timeline Top 10 Ways to Generate Sales at the Event 5 Social Media Strategies for Event Promotion Top 3 Event Management & Ticketing Systems 10 Questions You Need to Ask Venues 21 Types of Venues Who Will Accommodate >> How to Attract Corporate Sponsors 15 Types of Staff You Need to Hire 11 Reasons Sponsors Will Give You Money 8 Strategies to Generate Massive Exposure Where to Hire Temporary Event Staff >> Top Revenue Generation Strategies 10 Ways to Increase Revenue on Event Day Over 15 Event Marketing Resources with Links FAQ's on Events and Getting Started

Risk Management for Meetings and Events Julia Rutherford Silvers, 2009-11-04 Events of all types are produced every day for all manner of purposes, attracting all sorts of people. Creating and managing the environment in which these people will gather carries with it awesome responsibilities — legal, ethical, and financial. To provide a safe and secure setting and to operate in a manner that ensures the hosting organizations or individuals achieve their objectives in a proper and profitable way, event risk management must be fully integrated into all event plans and throughout the event management process. Risk Management for Meetings and Events examines the practices, procedures, and safeguards associated with the identification, analysis, response planning, and control of the risks surrounding events of all types. Written by an experienced author it: * Provides a solid, easy-to-read conceptual foundation based on proven risk management techniques * Includes ready-to-use templates designed specifically as learning exercises for students and professionals *

Comprehensively discusses effective strategies for managing the risks associated with design, planning and production of public and private events Risk Management for Meetings and Events is a comprehensive and practical guide which supports academic and professional development programs that prepare individuals for entering or advancement in the meeting and event management industry.

Event Success Alon Alroy, Eran Ben-Shushan, Boaz Katz, 2022-03-29 Make events the most powerful marketing tool you have In Event Success: Maximizing the Business Impact of Physical, Virtual, and Hybrid Experiences, Alon Alroy, Eran Ben-Shushan, and Boaz Katz of Bizzabo draw on the knowledge they've gained powering events for companies like Amazon, Salesforce, and Uber to deliver an end-to-end playbook for readers wanting to maximize their organization's return on events. Event Success will help you unlock the full potential of your events and make them your most important marketing channel. You'll learn how to create elevated experiences in any format that drive strategic business goals, including: How to measure event success with surveys, data, analytics, and key KPIs How to integrate events into a strategic, end-to-end marketing plan How to collect, analyze, and funnel event data to other teams to drive business growth What events are successful, what the data says about them, and real-life examples from SAP, the Financial Times, IBM, and other leading brands that capture the imagination of their audiences through events Event Success is ideal for

marketers, event professionals, and anyone responsible for creating buzz, driving new sales, and building thought leadership with in-person, hybrid, or virtual events. It's also an invaluable resource for maximizing your organization's "RoE"—or Return on Event—with measurable increases in sales.

How to Deliver Outstanding Corporate Events Chris Powell, The Event Expert, 2013-07 A practical guide on how to deliver outstanding corporate events. It includes information on how to create and design events, plan events effectively and design event programmes.

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 Risk Management and Safety Peter E. Tarlow, 2002-08-01 THE WILEY EVENT MANAGEMENT SERIES The complete guide to event risk management, safety, and security Practical strategies and resources for any size event! With any event comes risk—from rowdy guests at a festival or convention to a life-threatening riot at a sports event. *Event Risk Management and Safety* provides a comprehensive resource for managing event risk and limiting liability for modest and grand events. Presenting theory and practical applications, this book covers topics such as measuring risk, alcoholism and drugs, crowd control, fire safety and emergency medical services, food and water safety, outdoor events, and much more. Other features include: * Case studies examining problems and solutions to real-world situations * Key terms and risk-management exercises * New techniques to forecast and manage the global challenges of the twenty-first century * Comprehensive appendices containing additional resources, alcohol and beverage commission contact information, and practical forms

EVENTS² Kevin Van der Straeten, 2013-08-21 *EVENTS²* is a reference guide for every organizer of events and parties. This new edition on event planning and event management is thicker than ever before, offers more depth and insight, and also contains a whole host of entirely new topics that you, as an organizer, simply cannot afford to miss! This fully updated edition is thicker than ever before and contains completely new topics that you, as an organizer, just cannot afford to miss out on! Think 'green events', 'hybrid events'... But also ROI, event logistics, marketing, security and creative business models will be discussed extensively. All the other chapters have also been completely revised and updated. *EVENTS²* is a complete guide for anyone interested in all aspects of the organization of events, congresses, meetings and parties: from the preparation of the event to the event itself, and the evaluation afterwards. The book is packed with practical tips and useful

checklists for both corporate events as well as private parties. EVENTS² ensures that nothing is overlooked, while keeping your eye firmly focused on the smallest details. The book has its finger on the pulse of the very latest trends in the events industry. EVENTS 2 was created in collaboration with dozens of professionals in the event industry as well as event management mentors. This eBook will be delivered digitally in PDF format.

The 21st Century Meeting and Event Technologies Seungwon "Shawn" Lee, Dessislava Boshnakova, Joe Goldblatt, 2017-03-03 Here is the first book to specifically and comprehensively address the rapid changes and advances in technology in the planning, management, and marketing of meetings and events. The multigenerational trio of authors, including Joe Goldblatt and two of his former students, Seungwon Shawn Lee and Dessislava Boshnakova, cover the most important aspects of using technology for today's meetings and events, such as How to harness the power of social media How to use crowdsourcing effectively How to choose appropriate room layout design software How to manage and use guest-generated content How to measure and evaluate your success How to choose meeting registration software How to promote your meeting with blogs, websites, podcasts, and more How to hold virtual meetings and events How to use search engine optimization to advantage The area of meeting and event technology is a fast-growing component of the meetings, incentives, conventions and exhibition (MICE) industry. With a foreword by Corbin Ball, an internationally renowned speaker, consultant and writer in the meetings and events technology field, *The 21st Century Meeting and Event Technologies* will be an essential resource for hospitality students and business professionals. Faculty may request an examination copy from info@appleacademicpress.com. Please provide your name and title, course title, course start date, current text, number of students, and your institution address.

Event Planning Laurence Carter, 2007-12-14 Event Planning is an exciting option for individuals looking for a new and different career. There is an increasing demand for trained Event Managers, to work in a wide variety of organizations, and as freelance entrepreneurs. Their task is to take on the responsibility for planning and organizing events. Yes it is hard work, but it can also be quite enjoyable, especially when you see the results of your efforts, cumulating in the successful staging of an event. Event Planning is a good option for an entrepreneur looking to earn extra money. The opportunities are there, for an Event Manager to undertake varying assignments, exposing themselves to different types of events that require a wide variety of skills. This text attempts to help readers to develop an understanding of how events should be researched, developed, planned and managed leading up to the day of the event. It also examines the process of evaluation that takes place after the event has occurred. Its aim is to help the reader build their practical skills in Event Management. Key areas that are addressed in this text include: Initial selection of an Event Feasibility Study and Business Planning for an event The key processes that are involved in the planning and staging of an event Promotional management for an event, and the production of promotional materials Methods of evaluation for an event After reading this text, readers should have a greater understanding of what it takes to successfully plan and manage an event and this should encourage them to put what they have learned into practice. Laurence Carter

Event-Based Programming Ted Faison, 2006-12-06 This book shows how to develop software based on parts that interact primarily through an event mechanism. The book demonstrates the use of events in all sorts of situations to solve recurring development problems without incurring coupling. A novel form of software diagram is introduced, called Signal Wiring Diagram. These diagrams are similar to the circuit diagrams used by hardware designers. A series of case studies concludes the book, bringing all the next concepts introduced together. Source code is provided in both C# and VB.NET

Event Studies Donald Getz, Stephen J. Page, 2016-02-22 Event Studies is the only book devoted to developing knowledge and theory about planned events. It focuses on event planning and management, outcomes, the experience of events and the meanings attached to them, the dynamic processes shaping events and why people attend them. This title draws from a large number of foundation disciplines and closely related professional fields, to foster interdisciplinary theory focused

on planned events. It brings together important discourses on events including event management, event tourism, and the study of events within various disciplines that are able to shed light on the roles, importance and impacts of events in society and culture. New to this edition: New sections on social and intangible influences, consumer psychology and legal environment, planning and policy framework to reflect recent developments in the field Extended coverage of philosophy and research methods and how they can best be used in event studies; social media as a marketing tool; and the class and cultural influences of events New and additional case studies throughout the book from a wide range of international events Companion website to include PowerPoint slides and updated Instructor's Manual including suggested lecture outlines and sequence, quizzes per chapter and essay questions.

Professional Event Coordination Julia Rutherford Silvers, 2012-01-24 A fully updated guide to the state-of-the-art guidelines, strategies, and new technologies in modern event planning A must-have resource for every event planner, manager, caterer, and student, this in-depth guide covers all aspects of the event planning process. Written by expert event manager Julia Rutherford Silvers, the book outlines the tools and strategies to effectively procure, organize, implement, and monitor all the products, vendors, and services needed to bring an event to life. Enhanced throughout with useful checklists, tables, and sample forms, the book includes chapters on everything from Developing the Event Site and Providing the Event Infrastructure to Ancillary Programs, Food and Beverage Operations, and Vendors and Volunteers. The practical information is supplemented throughout the book by On-Site Insights featuring real-world examples from successful event planners, as well as chapter objectives, discussion questions, and exercises in professional event coordination to help readers build key skills and test their knowledge. From weddings to corporate conferences and from intimate events to huge festivals, Professional Event Coordination is a versatile guide to planning events of all kinds.

Special Events Seungwon Lee, Joe Goldblatt, 2020-08-25 Recent years have seen dramatic changes to the events industry. The influence of social media and global communications technology, increased focus on environmental sustainability and social responsibility, and changes to the economic and cultural landscape have driven rapid expansion and increased competition. Special Events: Creating and Sustaining a New World for Celebration has been the event planner's essential guide for three decades, providing comprehensive coverage of the theory, concepts and practice of event management. The new Eighth Edition continues to be the definitive guide for creating, organizing, promoting, and managing special events of all kinds. Authors, Seungwon "Shawn" Lee and Joe Goldblatt, internationally-recognized leaders and educators in the industry, guide readers through all the aspects of professional event planning with their broad understanding of diverse cultures and business sectors. This definitive resource enables current and future event leaders to stretch the boundaries of the profession and meaningfully impact individuals, organizations, and cultures around the globe. Global case studies of high-profile events, such as the PyeongChang Winter Olympic Games and Norway's Constitution Day annual event, complement discussions of contemporary issues surrounding safety, security, and risk management. Each chapter includes "Ecologic," "Techview," and/or "Secureview," mini-case studies, a glossary of terms, plentiful charts, graphs, and illustrations, and links to additional online resources.

Dictionary of Event Studies, Event Management and Event Tourism Emma Abson, Vladimir Antchak, Joe Goldblatt, William O'Toole, Stephen Page, Raphaela Stadler, Vassilios Ziakas, 2021-03-31 A complete and thorough ontology of the study of planned events and the professional practice of event management and event tourism. Contains user friendly explanations and language to explain and contextualise jargon and technical terms within this wide and varied field.

The Event Planning Toolkit Linda Joyce Jones, 2020-12-04 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.

Risk Management for Events Julia Rutherford Silvers, William O'Toole, 2020-12-27 Risk Management for Events is a comprehensive and practical guide that supports academic and professional development programs to prepare individuals for entering or advancement in the international events industry. Events of all types are produced every day for all manner of purposes, attracting all sorts of people. Creating and managing the environment in which these people will gather carries with it awesome responsibilities — legal, ethical, and financial. To provide a safe and secure setting and to operate in a manner that ensures that the hosting organizations or individuals achieve their objectives in a proper and profitable way, event risk management must be fully integrated into all event plans and throughout the event management process. This new edition has been revised and updated to include: New case studies and examples from a wide range of international destinations and different types of events. Updated statistics and data throughout. New content on emergent risk, on-site decision-making, terrorism, and public health, including the COVID-19 pandemic, and corruption within events. Updated online material, including a case study archive and weblinks to useful resources. This will be an invaluable resource for all those studying events management.

Event Management Simplified Judy L. Anderson, 2010-03-04 Creating special events may look easy to those who attend, but to do it well requires a great deal of knowledge, creativity and organizational skill. Event Management Simplified contains a wealth of information and how-to knowledge that can be used by both seasoned event planners and those just learning the ropes. Contained within these pages is information about: · Skills needed to be an event professional and where to find jobs · Insider tips and strategies for thinking outside of the box · Identifying event demographics and laying a strong foundation · Examples, systems, timelines and worksheets for all event elements · Determining if committees are needed and how to keep them on track · Ideas for recruiting sponsors, donors, exhibitors and attendees · Risk management, obtaining permits, and working with jurisdictions · Elements of negotiating contracts with venues, vendors and others · Food and beverage tactics for menu planning, service and contracting · Ways to market and promote your event · Creating site plans and logistics schedules · Contracting for stage, sound, lighting, electronic media, entertainment · Using volunteers for maximum effect · Pre- and post-event activities The easy-to-read format and systems in Event Management Simplified have been successfully used by event planners of all skill levels and by academic institutions as a teaching tool. We guarantee this book will pay for itself many times over in time and financial gain.

The Special Events Advisor David Sorin, 2004-05-10 There's no dearth of books on the logistics of event planning, but not much has been published to address the legal and business issues that concern the thousands of companies that make up this industry. This book covers all the legal and business issues that special events professionals need to understand -- from contractual considerations to little-known governmental regulations with heavy ramifications. Ignorance of the law can prove very costly in an industry in which expectations must be met the first time, and in our ever-more litigious society, the need for this niche title is clear.

Meeting and Event Planning For Dummies Susan Friedmann, 2011-03-21 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

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