Event Planning 101 & the Art of Networking

This hands-on course gives you the tools for the art of planning and hosting structured events from start to finish. Topics covered include but are not limited to: planning basics, determining a budget, creating agendas, catering, choosing appropriate facilities and vendors, external factors, applying for sponsorships, and marketing. You will also learn how to host, mingle, and build your social capital through networking. Optional opportunities to participate in several major campus events.

Class Schedule:
7 Weeks from May 27 through July 8
Wednesdays, 6:00 – 8:00 pm

Cost:
$200 ($190 +$10 Registration Fee)
Acceptable methods of payment:
Checks, money orders, credit or debit cards

TO REGISTER AND PAY:
Administration Building (#2), Room 101
For questions: (617) 933-7410
LHagen@rcc.mass.edu

Lifelong Learning
Administration Building (#2), Room 101
Email: lifelonglearning@rcc.mass.edu
Tel: 617-933-7410

Class Starts:
May 27th
REGISTER TODAY!