Event Planning 101
& the Art of Table Setting, Décor, & Etiquette

Learn the techniques and processes to plan an event from start to finish, no matter the occasion. Topics covered include but are not limited to: types of events, planning basics, creating agendas, determining a budget, guest lists and invitations, choosing appropriate facilities and vendors, catering, day-of considerations, external factors, soliciting for sponsorships and donations, and permits. Students will also learn about various types of table settings, how to set place settings and create beautiful table decorations, and proper dining etiquette to ensure you’re prepared for any social situation! Hands-on opportunity to assist with a campus event.

Class Schedule:
10 Weeks from April 13 through June 15, 2016
Wednesdays, 6:15 – 8:15 pm

Cost:
$225.00 ($215 + $10 Registration Fee)

Accepted Payment Methods:
- Checks and money orders
  - Mon through Thurs: 8:30 am – 6:15 pm;
  - Fri from 8:30 am – 4:45 pm
- Credit and debit cards
  - Mondays and Thursdays: 8:30 am – 6:15 pm;
  - All other weeknights until 4:45 pm only

TO REGISTER AND PAY:
Administration Building (#2), Room 101

FOR QUESTIONS:
(617) 933-7410 | LHagen@rcc.mass.edu

Class Starts: April 13
REGISTER TODAY!