

Events Planner

Entry Level Positions

Meeting Planner, Events Coordinator, Development Assistant, Sales Manager, Special Events Manager, Convention Services Assistant, Exhibition Manager, Conference Manager, Fund-Raising Associate.

Duties

Planning an event in which a group of people gather together to accomplish something.

Organizing, coordinating, ordering, administering events that could bring together a few individuals or thousands. Responsibilities for trade shows, booking meeting facilities, vendors and booths, receptions, accommodations, travel arrangements, meals, social events, audio-visual services, program preparation and printing, “give-aways,” and general oversight tasks.

Where Would You Work?

Hotels, Cruise ships, Convention Centers and Visitor Bureaus, Private Schools, Colleges, Teleconferencing Centers, Chambers of Commerce, Hospitals, Associations, Non-Profit Organizations (American Heart Association, Muscular Dystrophy, Humane Association).

Who Would You Plan Meetings/Events For?

Associations and trade groups (American Medical Association), Labor groups (unions), Community Service groups (Rotary), Social Service groups (AARP, March of Dimes), Corporations (sales meetings, management training seminars, new product introduction, stockholders, job fairs).

Certificate and Graduate Programs

Bentley College, George Washington University, New York University, Northern Virginia Community College, Indiana University, Roosevelt University, Metropolitan State College, University of Nevada, California State University, San Francisco State.

Experience/Internships

Use eRecruiting.com to find local, regional and national internships. Attend a Jobs Orientation to find out how the program works and activate your account. Sample internships: Easter Seals, Ronald McDonald House, Special Olympics, University Conference Services, fraternity/sorority events, large-scale student entertainment projects, catering.

Web Sites and Resources

Professional Convention Management Association	www.pcma.org
Meeting Professionals International	www.mpiweb.org
Hospitality Sales & Marketing Association International	www.hsmi.org
American Society of Association Executives	www.asaenet.org/main
National Society of Fundraising Executives	www.nsfre.org
Opportunity NOCS (Non-Profit Organizations)	www.opportunitynocs.org
International Special Events Society	www.Ises.com
International Association for Assembly Managers	www.iaam.org
International Association of Conference Centers	www.iacconline.com
Greater Washington Society of Association Executives	http://GWSAE.org
www.Careermart.com	www.meetingnews.com
www.Eventsource.com	www.hospitalityonline.com
www.meetingplannertips.com	www.specialevents.com
www.Expoworld.net	www.meetings-conventions.com