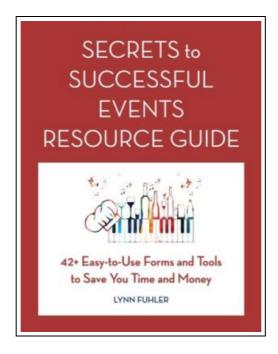
Secrets to Successful Events Resource Guide: 42+ Easy-To-Use Forms and Tools to Save You Time and Money (Paperback)



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SECRETS TO SUCCESSFUL EVENTS RESOURCE GUIDE: 42+ EASY-TO-USE FORMS AND TOOLS TO SAVE YOU TIME AND MONEY (PAPERBACK)



Flying Compass Press, 2017. Paperback. Condition: New. Language: English . Brand New Book ****** Print on Demand *****. If you re an experienced event planner or festival organizer looking for a quick-start guide to hosting and promoting your next event, this Resource Guide is the answer. It features sample letters, contracts and forms used in key areas: sponsors, marketing, publicity, talent, volunteers, merchandise, vendors/concessions and more. If you have minimal experience in event planning and want to jump start your event, we suggest you pick up Secrets to Successful Events: How to Organize, Promote and Manage Exceptional Events and Festivals, as well as this book. Together they explain not only what needs to be done but how to manage all the details and create a crowd-pleasing event. This invaluable resource guide gives you the templates and tools to help you: Quickly organize your committee s structure and establish operating procedures. Communicate effectively with sponsors - using sample proposals, contracts, invoices, checklists. Master the budget process and track revenue and expenses. Discover marketing tools, PR opportunities and social media tips. Protect your event using customizable contracts for sponsors, talent, vendors/concessions. Design handy forms to use when booking talent from headliners, artists, speakers and musicians to chefs, entertainers, winemakers and brewmasters. Easily track talent travel arrangements and equipment needs. Learn how to solicit and sign up volunteers. Take control with RFPs and bid specifications for graphic design, merchandise, sound and lighting. Wrap up the event using pre-created thank-you letters. Based on the author s years of experience in event planning, you ll discover the essential tools, forms and resources every event organizer needs to get your event off the ground and running quickly.

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