

Event Planning



CharityVillage.com®
Campus

Learning Outcomes

- Identify different types of events.
- Develop an event plan.
- List the nine essential steps in event planning.
- Create an event budget.
- Manage the myriad of details involved in event planning.
- Identify and plan for possible risks.
- Produce an event evaluation plan.

Course Level

- Introductory — no suggested prerequisites

Certification Credits

- Take the optional final quiz. If you pass with 70% or more, you can download a Campus Certificate of Completion.
- Participation in the course is applicable for 2 points in Category 1.B – Education of the CFRE International application for initial certification and/or recertification.

Duration

- This course takes about two hours to complete, but you'll have full access to the course for three months. Move through it at your own pace: all at once; in short modules; breeze through once, then come back for a refresher down the road. You're in complete control, so learn at the times and speed that work best for you.

Price

- \$127 per user*; 3 months unlimited access.

Guaranteed

- All courses are fully guaranteed. If you aren't completely satisfied with your course, please just let us know and we'll happily refund the full course fee, no questions asked.

Free Demo

- Try a free demo version of any Campus course to see how practical, friendly, and fun they are to use.

Approved Provider For



Continuing Education

Visit: CharityVillageCampus.com
E-mail: campus@charityvillage.com

* Prices subject to change without notice.

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Downloadable Resources

- Each Campus course includes a series of downloadable resources, a toolkit of worksheets, checklists, samples, reviews, and additional references that you can take away with you and pull out anytime you need them in the future.

Resources included in this course:

- Typical types of events
- The nine essentials of event planning
- Sample event outline
- Sample questions to help set event objectives
- Sample event activities
- Sample checklist of equipment, materials and supplies
- Sample event budget
- Sample best case scenario budget
- Sample worst case scenario budget
- Sample budget tracking resource
- Sample event preparation timeline
- Sample production schedule
- Waiver form example
- Sample alcohol policy
- Sample participant evaluation form
- Sample sponsor evaluation form
- Additional references

System Requirements

- Windows: Windows 98 SE or newer, Microsoft Internet Explorer 5 or Mozilla Firefox web browser, Macromedia Flash Player 7, Windows Media Player 9, broadband (e.g. Cable/DSL) Internet connection (dial-up users, please contact us), minimum screen resolution of 1024x768, sound card and speakers or headphones recommended.
- Macintosh: Mac OS X 10.2 or newer, Apple Safari or Mozilla Firefox web browser, Macromedia Flash Player 7, QuickTime 5, broadband (e.g. Cable/DSL) Internet connection (dial-up users, please contact us), minimum screen resolution of 1024x768, speakers or headphones recommended.



The knowledge provided to me about event planning was invaluable. As a result of the quick weekend course I have been able to pull off our first signature event, featuring Justin Trudeau, for an audience of about 800.

Thank you for providing such courses.



— Rob El-Sayed, Manager, Fund Development & Communications
Rapport Youth & Family Services , Brampton, ON

