

Professional Event Coordination Julia Rutherford Silvers

Risk Management for Events is a comprehensive and practical guide that supports academic and professional development programs to prepare individuals for entering or advancement in the international events industry. Events of all types are produced every day for all manner of purposes, attracting all sorts of people. Creating and managing the environment in which these people will gather carries with it awesome responsibilities — legal, ethical, and financial. To provide a safe and secure setting and to operate in a manner that ensures that the hosting organizations or individuals achieve their objectives in a proper and profitable way, event risk management must be fully integrated into all event plans and throughout the event management process. This new edition has been revised and updated to include: New case studies and examples from a wide range of international destinations and different types of events. Updated statistics and data throughout. New content on emergent risk, on-site decision-making, terrorism, and public health, including the COVID-19 pandemic, and corruption within events. Updated online material, including a case study archive and weblinks to useful resources. This will be an invaluable resource for all those studying events management.

Do you have a real relationship with God, or do you just have a religion? Do you know God, or do you just know about God? In *How Big Is Your God?* Paul Coutinho, SJ, challenges us to grow stronger and deeper in our faith and in our relationship with God—a God whose love knows no bounds. To help us on our way, Coutinho introduces us to people in various world religions—from Hindu friends to Buddhist teachers to St. Ignatius of Loyola—who have shaped his spiritual life and made possible his deep, personal relationship with God.

Scores of talented and dedicated people serve the forensic science community, performing vitally important work. However, they are often constrained by lack of adequate resources, sound policies, and national support. It is clear that change and advancements, both systematic and scientific, are needed in a number of forensic science disciplines to ensure the reliability of work, establish enforceable standards, and promote best practices with consistent application. *Strengthening Forensic Science in the United States: A Path Forward* provides a detailed plan for addressing these needs and suggests the creation of a new government entity, the National Institute of Forensic Science, to establish and enforce standards within the forensic science community. The benefits of improving and regulating the forensic science disciplines are clear: assisting law enforcement officials, enhancing homeland security, and reducing the risk of wrongful conviction and exoneration. *Strengthening Forensic Science in the United States* gives a full account of what is needed to advance the forensic science disciplines, including upgrading of systems and organizational structures, better training, widespread adoption of uniform and enforceable best practices, and

mandatory certification and accreditation programs. While this book provides an essential call-to-action for congress and policy makers, it also serves as a vital tool for law enforcement agencies, criminal prosecutors and attorneys, and forensic science educators.

This bestselling all-in-one guide to the event planning business is back and better than ever, fully updated and revised to reflect the very latest trends and best practices in the industry. This handy, comprehensive guide includes forms, checklists, and tips for managing events, as well as examples and case studies of both successful and unsuccessful events. Judy Allen (Toronto, ON, Canada) is founder and President of Judy Allen Productions, a full-service event planning production company.

Features advice on operating a successful special events business, acquired from Malouf's more than forty years in the planning industry, and includes guidance on developing a strategy, identifying potential clients, developing proposals, building an event budget, coordinating with contractors, and much more.

A companion to "Special Events Production: The Resources," this text analyzes the process of event planning to provide a unique guide to producing events. It explains budgeting and resource concerns, planning and cost projections, and the role of the well-crafted proposal.

Art is just art, sport just sport, a message just a message, products just products and music mere music - until you add an audience. Whether you're in the sport, entertainment, arts, marketing, government or the not-for-profit business, creating the most value and impact with a live event, pavilion or exhibition starts with *The Facts Of Live*.

Describing in great depth and detail all areas of hotel administration, this accurate book provides an up-to-date and comprehensive examination of the responsibilities of a hotel general manager. It shares with readers the procedures effective managers use to ensure their hotel's—and their own—ultimate success. **KEY TOPICS** This unique approach addresses all of the operating departments of a full-service hotel—Human Resources, Controller, The Front Office, Housekeeping, Food and Beverage, Safety and Property Security, Sales and Marketing, Facility Engineering and Maintenance—from the viewpoint of the General Manager. It also explores franchise agreements and management contracts, purchasing a hotel, and career opportunities. For current and future hotel general managers, and hotel department heads—i.e., executive housekeepers, directors of sales, controllers, and front office managers. Orig. publ. in 1987 as: *Managing computers in the hospitality industry*.

THE WILEY EVENT MANAGEMENT SERIES The essential guide to making your events extraordinary Practical strategies for designing and decorating special events Event planners need professional-caliber information that explains how to decorate a venue for a special event—from assessing the client's decor needs and objectives to staying within a budget. *Art of the Event* serves as the ultimate guide to designing and decorating events and celebrations, from eight to 8,000 guests. Written by James C. Monroe, a Certified Meeting Professional (CMP) and Certified Special Events Professional (CSEP) with decades of experience in special event design and decoration, *Art of the Event* is divided into three comprehensive parts to help readers redefine the modern profession of event design: Principles, Processes, and Practices: examines aesthetics, the design process, and professional practices *The Decorative Elements:*

describes the various decorative elements that are used in special events and discusses how to use them in practical and specific ways The Universe of Special Events: describes various types of events that the designer is asked to create and discusses the different requirements of each, including nonprofit events, corporate events, social events, weddings, fairs, and parades THE WILEY EVENT MANAGEMENT SERIES—Series Editor, Dr. Joe Goldblatt, CSEP THE WILEY EVENT MANAGEMENT SERIES provides professionals with the essential knowledge and cutting-edge tools they need to excel in one of the most exciting and rapidly growing sectors of the hospitality and tourism industry. Written by recognized experts in the field, the volumes in the series cover the research, design, planning, coordination, and evaluation methods as well as specialized areas of event management.

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With decades of experience as a gala event planner, award-winning director and producer Ron Miziker presents the ultimate guide to planning and executing every special event in this one-of-a-kind guidebook. For professionals and beginners alike, it is designed to be a quick reference for ensuring that any exciting, educational, or entertaining event comes together on time and within budget. The book includes essential information about critical subjects, proven suggestions, and personal anecdotes to make your event memorable and successful. Whether your questions concern layout, techniques, terminology, protocol, quantities, or procedures, this book has the answers with quick-to-understand charts and diagrams that illustrate key information to make the event great—be it a sales meeting, wedding, awards dinner, community festival, concert, fund-raiser, cocktail party, grand opening, political rally, formal dinner, exhibition, press announcement, family celebration, or informal gathering at home. Expands on the coverage and discussion of event management issues and strategies introduced in the first and second editions.

Following a successful debut edition, this new Second Edition of Managerial Accounting for the Hospitality Industry builds on its strengths of clear organization and the ease with which students work through it. This new edition includes more basic math support for students and a more developed inclusion of ethical considerations and global changes both in accounting systems and in the hospitality industry.

Now in its third edition, In the News is the standard Canadian textbook on media relations, used across the country. The authors provide an introduction to media relations, grounded in both communications theory and hands-on, day-to-day experience. Whether you need to promote your issues to the nation or reach small, targeted groups, this book is your step-by-step guide. In the News is perfect for communications students; media relations practitioners in the private, public and voluntary sectors; and anyone who wants to break a story.

Expert advice on how to stage the perfect event every time "A terrific resource of information for anyone in the event-planning business." --James Spellos, CMP, President, Meeting U.

Meeting & Event Planning For Dummies is a practical step-by-step guide to the strategies and techniques event-planning professionals use to bring people together. This comprehensive resource covers all the angles from the little details to the big picture to make sure your business meetings and special events come off without a hitch! Praise for Meeting & Event Planning For Dummies "Packed with valuable information in an easy-to-use format. [It] covers all the basics for the meeting planning novice." --Diane Silberstein, President, Diane Silberstein & Associates "A great resource book every event professional should have.... Checklist heaven! We all love our checklists, and this book is full of them!" --Cathy Breden, CAE, CMP Professional event co-ordination is the process through which planning, budgeting and development come together to create successful events.

This book chronicles and champions the development, changes, and challenges faced by the global celebrations industry for event planners. New interviews are included with experienced event leaders to give a better understanding of the field. New chapters are included on green events, corporate social responsibility, and theoretical case studies. Event measurement, evaluation, and assessment topics are integrated throughout a number of the chapters. Over 200 new Web resources and appendices show how to save money, time, and improve the overall quality of an event. Event planners will also learn how technology may be harnessed to help them improve their events' financial, quality, environmental and other strategic outcomes. Providing a comprehensive guide to understanding, planning, promoting, and producing special events, this seventh edition of Special Events describes the theory and practice of all aspects of event management. Written for current and future event leaders, the text continues to expand its emphasis on the growing globalization of the profession, taking into account the skills leaders need to deal with other cultures, societies, and business practices to plan and deliver successful events. New coverage includes sustainability, technology, security/risk management, and the impact of social media on events and event marketing. 15 all-new case studies have been included, as well as a brief glossary of terms at the end of each chapter to further define the terms used in the chapter.

Publisher Description

Applies generally accepted project management tools to corporate event planning. Offers unique, focused coverage dedicated completely to corporate events. Includes case studies from North and South America, Europe, and the Asian-Pacific area. Features an accompanying Web site with value-added tools, forms, and checklists.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Hospitality is a people industry, and this textbook will teach readers how to manage the important human resources who provide services within a hospitality operation. They'll learn how to fulfill the requirements of U.S. employment and workplace laws, and discover the latest strategies for attracting employees, minimizing turnover, and maximizing productivity. Topics include: The impact of the post-recession economy on recruiting, selection, retention, and turnover How companies use social media to learn about job applicants The role of technology in performance appraisals The latest trends in effective incentive programs and industry benefits The changing face of unions and new trends in organizing and collective bargaining Social responsibility and sustainability measures, including what companies are doing (and not doing) right Here is the first book to specifically and comprehensively address the rapid changes and advances in technology in the planning, management, and marketing of meetings and events. The multigenerational trio of authors, including Joe Goldblatt and two of his former students, Seungwon "Shawn" Lee and Dessislava Boshnakova, cover the most important aspects of using technology for today's meetings and events, such as How

to harness the power of social media How to use crowdsourcing effectively How to choose appropriate room layout design software How to manage and use guest-generated content How to measure and evaluate your success How to choose meeting registration software How to promote your meeting with blogs, websites, podcasts, and more How to hold virtual meetings and events How to use search engine optimization to advantage The area of meeting and event technology is a fast-growing component of the meetings, incentives, conventions and exhibition (MICE) industry. With a foreword by Corbin Ball, an internationally renowned speaker, consultant and writer in the meetings and events technology field, *The 21st Century Meeting and Event Technologies* will be an essential resource for hospitality students and business professionals. Faculty may request an examination copy from info@appleacademicpress.com. Please provide your name and title, course title, course start date, current text, number of students, and your institution address.

Event Studies is the only book devoted to developing knowledge and theory about planned events. It focuses on event planning and management, outcomes, the experience of events and the meanings attached to them, the dynamic processes shaping events and why people attend them. This title draws from a large number of foundation disciplines and closely related professional fields, to foster interdisciplinary theory focused on planned events. It brings together important discourses on events including event management, event tourism, and the study of events within various disciplines that are able to shed light on the roles, importance and impacts of events in society and culture. New to this edition: New sections on social and intangible influences, consumer psychology and legal environment, planning and policy framework to reflect recent developments in the field Extended coverage of philosophy and research methods and how they can best be used in event studies; social media as a marketing tool; and the class and cultural influences of events New and additional case studies throughout the book from a wide range of international events Companion website to include PowerPoint slides and updated Instructor's Manual including suggested lecture outlines and sequence, quizzes per chapter and essay questions. Events of all types are produced every day for all manner of purposes, attracting all sorts of people. Creating and managing the environment in which these people will gather carries with it awesome responsibilities — legal, ethical, and financial. To provide a safe and secure setting and to operate in a manner that ensures the hosting organizations or individuals achieve their objectives in a proper and profitable way, event risk management must be fully integrated into all event plans and throughout the event management process. *Risk Management for Meetings and Events* examines the practices, procedures, and safeguards associated with the identification, analysis, response planning, and control of the risks surrounding events of all types. Written by an experienced author it:

- * Provides a solid, easy-to-read conceptual foundation based on proven risk management techniques
- * Includes ready-to-use templates designed specifically as learning exercises for students and professionals
- * Comprehensively discusses effective strategies for managing the risks associated with design, planning and production of public and private events

Risk Management for Meetings and Events is a comprehensive and practical guide which supports academic and professional development programs that prepare individuals for entering or advancement in the meeting and event management industry.

Gendered Violence at International Festivals is a groundbreaking collection that focusses on this highly important social issue for the first time. Including a diverse range of interdisciplinary studies on the issue, the book contests the widely held notion that festivals are temporal spaces free from structural sexism, inequalities or gender power dynamics. Rather, they are spaces where these concerns are enhanced and enacted more freely and where the experiential environment is used as an excuse or as an opportunity to victim blame and shame. In this emerging and under-researched area, the chapters not only present original work in terms of topics but also in theoretical and methodological approaches. All of the chapters are cross- or interdisciplinary, drawing on gender, sexualities, cultural and ethnicity studies. Studies from a range of highly regarded academics based around the world examine the subject by looking at examples from a wide range of destinations, including Spain, Argentina, Nigeria, Zimbabwe, Australia, Canada and the UK. This significant book progresses understanding and debates about gendered festival experiences and emphasises the symbolic and physical violence often associated with them. This will be of great interest to, undergraduate and postgraduate students and academics in the field of Events Studies. It will also be of use to practitioners or non-profit workers in the festival industries, including festival management organisations and planning committees.

Wine serves an important role both in Scripture and in the Christian church, but its significance has received relatively little theological attention in modern times. This book fills that gap. Viewing wine as a gift of God's created bounty and as a special symbol used pervasively throughout Scripture, Kreglinger canvasses the history of wine in the church, particularly its use in the Lord's Supper, discusses the fascinating process of winemaking, and considers both the health benefits of wine and the dangers of alcohol abuse. Offering a vision of the Christian life that sees God in all things - including the work of a vintner and the enjoyment of a well crafted glass of wine.

Electronic Inspection Copy available for instructors here Written by a team of twenty-five high profile, international authors, this exciting new text successfully combines theory and practice, making it a must-have for all students of Events Management.

Events Management: An International Approach provides comprehensive coverage of all the most common types of events, preparing students for a future career in Events Management. Covering key issues such as fundraising, sponsorship, globalization and sustainability, this text addresses the challenges and examines the realities of events management in an international context. A wide range of case studies and examples look at sporting, music, catering and fundraising events across Europe, Africa, Asia, Australia and North America. Key features include:

- An international approach, drawing on a wide range of cases from around the world
- Extensive pedagogical features such as Diary of an Event Manager and Exercises in Critical Thinking
- A companion website offering a full Instructor's Manual, PowerPoint slides, additional case studies and links to SAGE journal articles

This book is essential reading for all undergraduate and postgraduate students studying Events Management. Visit the Companion Website at www.sagepub.co.uk/ferdinand Nicole Ferdinand is Senior Lecturer in Events Management at the London Metropolitan Business School. Paul J. Kitchin is Lecturer in Sports Management at the University of Ulster.

Electronic Inspection Copy available to instructors here Praise for the previous edition:

?This is an excellent publication that correctly reviews the external environment associated with events, both in the context of the theoretical and operational? - Neil Robinson, Salford Business School, University of Salford, UK The new edition of this popular accessible text gives students a thorough and contemporary grounding in both the fundamentals and strategic responsibilities of successful event management. Purposefully broad in scope, the text combines theory with practical knowledge and terminology, ensuring readers develop a flexible and commercially-acute skill set. Topics covered range from law, marketing and finance to introductory guides to sound, lighting and multimedia equipment, providing students with the practical knowledge they need for a career in Events Management. Theory is brought to life in a range of case studies and examples throughout the text. As well as updated examples and legislation, this edition introduces new chapters on: Event entrepreneurship Project management and financing New Multimedia technology for events organisers Sustainable festivals and events Long term legacy and impacts The future of the industry An accompanying Companion Website provides students with discussion questions and video links. The website also provides an Instructor?s Manual and PowerPoint slides for lecturers. This text is an ideal resource for undergraduate students who are studying Events Management for the first time. Visit the Companion Website at www.sagepub.co.uk/raj

Wedding Planning and Management: Consultancy for Diverse Clients, 2nd Edition provides students, consultants, vendors, scholars and engaged couples with a comprehensive introduction to the business of weddings. Looking through an event management lens, this is the only book to thoroughly explore the fundamentals of weddings, including historical and cultural foundations, practice, and the business of wedding planning in one volume. An emphasis on diversity, traditions from cultures around the globe are integrated throughout with over 80 international case studies that inspire and set standards for best practice. Since the first edition, there have been many changes in the business of weddings and this second edition has been updated in the following ways: Updated content to reflect recent issues and trends in areas such as family dynamics, media influences, impacts of technology, legislation and the global economy. Every chapter is updated with the most recent research, statistics, vendor information and consultant guidelines. New international case studies explore current research, cultural traditions, vendor relations and consulting best practice. New companion website for instructors that includes PowerPoint slides, case study solutions, additional discussion ideas and assignments. The book is illustrated in full color and contains over 150 images by top wedding photojournalist Rodney Bailey end-of-chapter checklists, practical scenarios and review questions to test readers' knowledge as they progress. Maggie Daniels and Carrie Loveless bring a combination of over 40 years of industry practice and teaching experience, and have written a book that is the ideal guide to successful wedding planning and management. A fully updated guide to the state-of-the-art guidelines, strategies, and new technologies in modern event planning A must-have resource for every event planner, manager, caterer, and student, this in-depth guide covers all aspects of the event planning process. Written by expert event manager Julia Rutherford Silvers, the book outlines the tools and strategies to effectively procure, organize, implement, and monitor all the products, vendors, and services needed to bring an event to life. Enhanced throughout with useful checklists, tables, and sample forms, the book

includes chapters on everything from Developing the Event Site and Providing the Event Infrastructure to Ancillary Programs, Food and Beverage Operations, and Vendors and Volunteers. The practical information is supplemented throughout the book by "On-Site Insights" featuring real-world examples from successful event planners, as well as chapter objectives, discussion questions, and exercises in professional event coordination to help readers build key skills and test their knowledge. From weddings to corporate conferences and from intimate events to huge festivals, Professional Event Coordination is a versatile guide to planning events of all kinds.

Professional Event Coordination John Wiley & Sons

TECHNOLOGY STRATEGIES FOR THE HOSPITALITY INDUSTRY, 2/e examines technology strategies for the hospitality industry. Exceptionally practical in approach, this edition includes a new chapter on technology in the casino industry and a new chapter on technology for meetings and events. A separate chapter is devoted to planning and investment as students learn what technology exists and how to use it succeed in the hospitality business.

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