

# MEETING AND EVENT PLANNING PROGRAM

## FALL 2023 SCHEDULE

**Live Online via Zoom | FRIDAYS | 8:30am - 3:30pm (Central)**

<b>SEPTEMBER 29</b>	<b>Meeting Planning Basics</b>
<b>OCTOBER 6</b>	<b>Budgeting, ROI &amp; Contracting</b>
<b>OCTOBER 13</b>	<b>Food &amp; Beverage Planning</b>
<b>OCTOBER 20</b>	<b>Site Selection</b>
<b>OCTOBER 27</b>	<b>Intro to Special Events</b>

