

# MEETING AND EVENT PLANNING PROGRAM

## SPRING 2023 SCHEDULE

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

<b>JANUARY 27</b>	<b>Meeting Planning Basics</b>
<b>FEBRUARY 3</b>	<b>Food &amp; Beverage Planning</b>
<b>FEBRUARY 10</b>	<b>Site Selection</b>
<b>FEBRUARY 17</b>	<b>Budgeting, ROI &amp; Contracting</b>
<b>FEBRUARY 24</b>	<b>Intro to Special Events</b>



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