

BELMONT UNIVERSITY'S
CENTER *for* EXECUTIVE EDUCATION

LEARN IT TODAY. APPLY IT TOMORROW.

Meeting & Event Planning Certificate Spring 2020 Schedule

March 6, 2020 - April 3, 2020

Massey Business Center, Room 412, 7:30 am - 3:30 pm

1

MEETING
PLANNING BASICS

March 6

2

SITE SELECTION

March 13

3

FOOD & BEVERAGE
PLANNING

March 20

4

EVENT BUDGETING
& RETURN ON
INVESTMENT

March 27

5

CONTRACTING
AUDIO, VIDEO, &
LIGHTING

March 27

6

INTRODUCTION TO
SPECIAL EVENTS

April 3

Registration is now open at

<https://www.belmontleadership.com/programs/meeting-event-planning-certificate/>

Have questions?

Contact Vicki Allen, Program Manager

vicki.allen@belmont.edu | 615.460.6546

Total educational hours: 35 | Continuing Education Clock Hours (CE) for CMP: 1 CE credit per 10 educational hours