



Personal & Professional
Training Development



Personal & Professional
Training Development

2 Day Event Planning Certificate Program

One Weekend Will Change Your Life!

This National program is a breakthrough for anyone who has limited time and finances to learn what it will take to become a Certified Event Planner. The power to get your certification, start your own event business, get promoted by your employer, or transition into the event industry is only one registration away.

- Fundamentals of Event Planning • Budget Development • Negotiations & Contracts • Working with Vendors & Venues • Sponsorships • Consultations • Marketing & Promotion • Financial Management • Food & Beverage • Room Set Up and So Much More!

Visit www.correlationsllc.com or call 404.989.2638 to register for a course near you today. **Limited spaces! This is one weekend that will change your life!**

Take Your Event Planning From Good To Great

This Event Planning Program Will Change Your Life!

Surviving as an Event Planner depends on the skills and ability of you and your team to operate as a business. Creating critical paths, defining risk mitigation, budget development, writing contracts, and negotiating are critical skills for everyone. The strength of your agreements and your relationships means the difference between you and an average Event Planner. Get the formal training you need to exceed average expectations.

Register Today for \$375 at www.correlationsllc.com



Being an Event Planner is now the norm, not the exception.

FALL 2016 -2017 COURSE DATES

PROGRAM OUTLINE

- Initial Planning Steps
- Budget Development
- Event Policies
- Event Procedures
- Creating Agendas
- Event Marketing
- Making Timelines
- Event Planner Income
- Pricing Package Options
- Event Planner Contracts
- Booking Speakers & Entertainment
- Site Selection
- Event Space Capacities
- Finding Vendors
- Negotiations
- Catering & Menu Planning
- Staffing & Volunteers
- The Guest List
- Invitations
- Themes & Programs
- Weather Considerations
- Transportation
- Portfolio Development

ATLANTA, GA
January 28-29, 2017
May 6-7, 2017
Perimeter-\$375

ARLINGTON, VA (DC)
April 22-23, 2017
Crowne Plaza-\$375

AUSTIN, TX
October 21-22, 2017
Hilton-\$375

BALTIMORE, MD
September 17-18, 2016
September 23-24, 2017
Westin (BWI) - \$375

BOSTON, MA
April 8-9, 2017
October 14-15, 2017
Doubletree - \$375

CHICAGO, IL
November 12-13, 2016
March 25-26, 2017
November 11-12, 2017
InterContinental- \$375

DALLAS, TX
October 22-23, 2016
August 19-20, 2017
Sheraton- \$375

HOUSTON, TX
February 18-19, 2017
Doubletree- \$375

KANSAS CITY, MO
July 15-16, 2017
Doubletree (Overland Park)- \$375

LONG BEACH, CA
October 8-9, 2016
March 11-12, 2017
Marriott (Airport Plaza)- \$375

NEW ORLEANS, LA
August 12-13, 2017
Westin - \$375

PHILADELPHIA, PA
July 22-23, 2017
Doubletree - \$375

PARIS, FRANCE
June 3-4, 2017
Crowne Plaza (delaRepublique)-
\$375

RALEIGH, NC
February 25-26, 2017
Marriott - \$375

EVENT DESIGN COURSE
Held in each city from 9:30AM-
12:30PM
**Design and event planning
class combo \$500 total.*

EVENING WEBINAR
September 13-14, 2016
December 6-7, 2016
6:30-9:00 PM (EST)-\$375

**6 WEEK ONLINE
BOOT CAMP \$595**
August 15, 2016
September 26, 2016
November 7, 2016
\$595

WHO SHOULD ATTEND

New and aspiring event planners and those seeking a career change will benefit from this profitable educational experience. Professional association planners, meeting planners, festival organizers, fundraisers, administrative assistants, stay at home entrepreneurs, party planners, and special event coordinators, just to name a few, are the target audience for this comprehensive course.

WHAT POSITIONS MIGHT THIS CERTIFICATE LEAD TO?

- Meeting Coordinator
- Event Coordinator
- Small Business Owner
- Wedding Planner
- Training Coordinator
- Marketing Assistant
- Independent Meeting Planner
- Executive Assistant
- Sales Manager

ELIGIBILITY FOR CERTIFICATE PROGRAM?

No prerequisites are required for the certificate. Students can register online for \$375. Some experience in event planning is helpful, but not necessary. Once you earn your certificate, Event Planners must maintain 32 hours of professional event planning experience each calendar year every 2 years. Hours can be tracked directly on our website.

CERTIFICATE REQUIREMENTS

A Certificate of Completion will be awarded upon the completion of the 2 day consecutive program which includes four core courses; it cannot be separated.

CREDIT

A permanent record of attendance is established and students may obtain a letter of reference by submitting an email to info@correlationsllc.com.



Personal & Professional
Training Development

WE ARE WITH YOU EVERY STEP OF THE WAY

After students successfully complete the 2 Day Event Planning Certificate Program, they can count on ongoing support from Correlations. Whether it is a letter of recommendation, professional resume critiques, event planning advice and business coaching; Correlations is excited to help each student reach their personal and professional goals. Payment plans now available. Secure your course seat with a \$125 non-refundable deposit. Receive an electronic invoice to pay remaining balance. Balance due 14 days prior to course date. The course is non-refundable or transferrable. Should the course be cancelled due to a natural act of God or an unforeseen emergency, the course will take place as a webinar during the same scheduled date and time. Email info@correlationsllc.com for questions.