

# ***How to Plan and Manage Special Events, Meetings and Conferences***

*By Doug Campbell*

**INTERVIEWING POTENTIAL  
CLIENTS**

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**PREPARING PROPOSALS**

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**DEVELOPING EVENT PLANS**

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**MANAGING EVENTS**

\*

**CHECKLISTS FOR EVENTS**

\*

**BECOMING AN EVENT PLANNER**

\*

**STARTING AN EVENT PLANNING  
BUSINESS**

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**How to Plan and Manager  
Special Events, Meetings and Conferences**

*By Doug Campbell*

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