

Education

As mentioned earlier, **no degree** is required to become an event planner. However, having some educational credentials can make a good impression on both employers and clients.

Certificate and Continuing Education Programs

Many colleges and universities offer certificates in event planning or a related area. To earn a certificate, you must complete a number of courses. The exact number and required subjects will vary from one educational institution to another, as will the length of the program. Most classes are held on evenings and weekends, although some educational institutions have daytime programs. In the near future, an increasing number will offer online courses as well.

The types of institutions that offer certificates in event planning range from small community colleges to well known universities, including some of those listed in the previous section such as **George Washington University** and **New York University**. For example, a few of the California institutions that offer certificates in event planning or meeting planning are: California State University, Cañada College, Orange Coast Community College, San Francisco State University, San Jose State University, and Sonoma State University, among others.

You may be able to find local programs by doing an Internet search for **certificate program, event planning**, plus the name of your city. However, new event planning programs are introduced frequently, and not all are advertised on the Internet, so if you want to get a certificate you should also contact local educational institutions directly. Virtually every college and university has a **continuing education** department. If you can't find a listing for the continuing education department in your local phone directory, call the college's main switchboard and ask for the continuing education department.

That department should be able to tell you if they offer an event planning certificate.

Your local college or university may offer event planning **courses**, even if it doesn't offer a certificate in event planning. Through the continuing education department you may be able to take a single course on a Saturday or over several evenings. Not only can this be a valuable learning experience, you can also list any courses you have taken on your resumé.



When you visit an educational institution's website, search for courses using these terms:

- Convention
- Event
- Hospitality
- Meeting
- Tourism

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To search for colleges or universities in other cities, visit the site below and click on College Search.

Peterson's Education Portal <http://www.petersons.com>

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