

Get a Part-Time Job

A good way to get related experience is by taking a part-time job for a company involved in the events industry. Even if the job doesn't focus on event planning, it can give you an opportunity to learn valuable skills that could help with your future job hunt. In fact, many prominent event planners started their careers after **working for a supplier** (i.e. caterer, hotel, party rental company, etc.).

According to the California Employment Development Department:

“Persons wanting to enter [the event planning] field usually start by learning the... business on a small scale, often as part of a job’s duties in a company. They may also work for self-employed meeting planners or as assistants to planners in associations. Some enter the field from the hotel/restaurant industry, having worked at conventions or large meetings in a variety of capacities.”

One of the easiest ways to get this kind of experience is by applying for a part-time customer service or sales job. Many entry-level positions have high rates of staff turnover, so companies are **always hiring**. While the starting pay won't be high, you will get the kind of experience that employers and clients look for. If you have the opportunity, look for a position where you will have an opportunity to work with and learn about a broad range of events.

Read About Event Planning

You can learn a tremendous amount about event planning, and get excellent ideas for your own events, by reading books and periodicals. Here is a selection of some of the best resources to help you become an expert event planner:

Magazines

Most of the magazines listed below have great websites that include articles and advice from their current issues and some archived issues as well. Two must-reads are *Event Solutions* and *Special Events*.

Event Solutions

Event Solutions magazine is filled with industry news, expert advice, industry benchmarks, hot trends, success stories, case studies, and information-packed articles. Event Solutions also publishes yearly Fact Books and Source Books. <http://www.event-solutions.com>

Special Events

Special Events is a monthly trade magazine whose mission is to serve as a resource for event professionals.

<http://www.specialevents.com>

Make sure you also visit MPI's must-read website and check out other industry magazines:

Meeting Professionals International (MPI)

<http://www.mpiweb.org>

Corporate Meetings & Incentives

<http://cmi.meetingsnet.com>

Meeting News

<http://www.meetingnews.com>

Meetings & Conventions

<http://www.meetings-conventions.com>

Successful Meetings

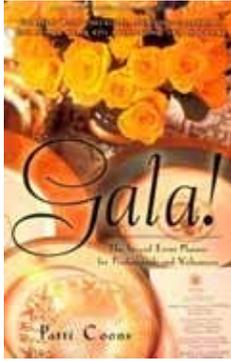
<http://www.successmtgs.com>

Books

Most successful event planners own many books they can refer to for ideas or advice. Following are some excellent books to consider adding to your event planning library:

“Event Planning: The Ultimate Guide to Successful Meetings, Corporate Events, Fundraising Galas, Conferences, Conventions, Incentives and Other Special Events,” by Judy Allen

<http://www.amazon.com/exec/obidos/ASIN/0471644129>



“Gala!: The Special Events Planner for Professionals & Volunteers,”

by Patti Coons

<http://www.amazon.com/exec/obidos/ASIN/1892123134>

“Planning Successful Meetings and Events,” by Ann J. Boehme

<http://www.amazon.com/exec/obidos/ASIN/0814479952>

“Dollars & Events: How to Succeed in the Special Events Business,” by Joe Jeff Goldblatt, Frank Supovitz

<http://www.amazon.com/exec/obidos/ASIN/0471249572>

“Special Events: Twenty-First Century Global Event Management,” by Joe Jeff Goldblatt

<http://www.amazon.com/exec/obidos/ASIN/0471396877>

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