

Event planning for dummies Ebook

Event planning for dummies can seem daunting at first, especially if you're new to organizing gatherings, parties, or corporate events. However, with a clear step-by-step approach, anyone can become proficient in planning memorable and successful events. Whether you're preparing for a birthday bash, a wedding, a corporate conference, or a community fundraiser, understanding the fundamental principles of event planning will help you stay organized, on budget, and stress-free. This guide will walk you through the essential steps and tips to master event planning for dummies, ensuring your next event is a hit.

Understanding the Basics of Event Planning

Before diving into the details, it's important to grasp the foundational concepts of event planning. Proper preparation and organization are key to ensuring everything runs smoothly.

Define Your Event Goals

- Identify the purpose of the event: Is it celebratory, fundraising, educational, or corporate?
- Determine your target audience: Who are the attendees?
- Set clear objectives: What do you want attendees to experience or take away?

Establish Your Budget

- Determine the total amount you're willing to spend.
- Break down costs for venue, catering, entertainment, decorations, and other essentials.
- Include a contingency fund (typically 10-15%) for unexpected expenses.

Create a Timeline

- Set a date for the event well in advance to secure venues and vendors.
- Develop a detailed schedule leading up to the event, including deadlines for each task.
- Include milestones such as sending invitations, confirming vendors, and final walkthroughs.

Planning Your Event Step-by-Step

Breaking down the process into manageable steps helps prevent overwhelm and ensures nothing is

overlooked.

1. Choose the Venue

- Consider capacity, location, accessibility, and amenities.
- Visit potential venues and ask about rental costs and included services.
- Book the venue early to secure your date.

2. Develop a Guest List and Send Invitations

- Compile a list of invitees based on the event's purpose.
- Design and send invitations via mail, email, or event platforms.
- Track RSVPs to manage attendance.

3. Arrange Catering and Beverages

- Decide on the type of meal: buffet, plated dinner, snacks, or drinks.
- Choose a reputable caterer and discuss menu options.
- Account for dietary restrictions and preferences.

4. Organize Entertainment and Activities

- Select entertainment that fits your event theme and audience preferences.
- Book performers, speakers, or activities ahead of time.
- Plan the schedule of activities to keep guests engaged.

5. Decorate and Set Up the Venue

- Choose a theme or color scheme that aligns with your event goals.
- Rent or purchase decorations, table settings, and signage.
- Arrange for setup and cleanup crew if necessary.

Managing Event Details

Attention to detail can make or break your event. Here's how to stay on top of everything.

Vendor Management

- Communicate clearly about your expectations and timelines.
- Get contracts in writing and review terms carefully.
- Confirm arrangements a week prior to the event.

Creating a Event Day Schedule

- Draft a detailed timeline, including setup, event activities, and teardown.
- Assign responsibilities to team members or volunteers.
- Have a backup plan for outdoor events in case of bad weather.

Promoting Your Event

- Use social media, email newsletters, and local advertising to spread the word.
- Encourage attendees to RSVP early to help with planning.
- Consider offering incentives or early-bird discounts if applicable.

During the Event: Tips for Success

On the day of your event, stay organized and flexible to handle any unexpected issues.

Coordinate and Communicate

- Have a designated point person to oversee operations.
- Use walkie-talkies or mobile communication to stay connected with team members.
- Be prepared to adapt plans if needed?flexibility is key.

Engage Your Guests

- Welcome attendees warmly and encourage mingling.
- Ensure entertainment and activities run smoothly.
- Address any concerns promptly and politely.

Wrap-Up and Follow Up

- Thank attendees and vendors for their participation.
- Gather feedback through surveys or informal conversations.
- Share photos or highlights post-event to maintain engagement.

Post-Event Tips for Dummies

After the event, your work isn't done. Proper follow-up ensures your effort leaves a lasting positive impression.

Evaluate Your Event

- Review what went well and identify areas for improvement.
- Compare the actual costs against your budget.
- Document lessons learned for future events.

Send Thank You Notes

- Express appreciation to guests, vendors, and volunteers.
- Personalized thank-yous can foster ongoing relationships.

Share Event Highlights

- Post photos and videos on social media or your website.
- Highlight successful moments to boost your reputation.
- Use feedback to plan even better events next time.

Additional Tips for Event Planning for Dummies

To enhance your event planning skills, keep these tips in mind:

- **Start early:** Give yourself ample time to organize all details.
- **Stay organized:** Use checklists, spreadsheets, or event planning apps.
- **Prioritize:** Focus on the most important elements first.
- **Delegate:** Don't try to do everything alone; enlist help from friends, family, or colleagues.
- **Expect the unexpected:** Prepare for surprises and have backup plans.
- **Enjoy the process:** Remember that planning can be fun and rewarding.

By following these straightforward steps and tips, even a complete beginner can become confident in event planning. With patience, organization, and enthusiasm, your next event will not only meet expectations but create lasting memories for you and your guests. Happy planning!

Event Planning for Dummies: The Ultimate Guide to Hosting Memorable Events

Planning an event can seem daunting, especially for beginners who are unfamiliar with the intricacies involved. Whether you're organizing a small gathering or a large celebration, having a comprehensive understanding of the event planning process is essential to ensure success. This guide aims to walk you through every step, providing you with practical tips, checklists, and insights to become confident in your event planning journey.

Understanding the Basics of Event Planning

Before diving into the specifics, it's important to grasp the foundational elements that underpin successful event planning.

What Is Event Planning?

Event planning involves the organization, coordination, and management of all aspects related to an event. This includes conceptualizing the event, setting objectives, budgeting, selecting venues, coordinating vendors, and ensuring smooth execution.

The Purpose of Your Event

Define the core purpose:

- Celebrations (weddings, birthdays)
- Corporate events (conferences, product launches)
- Fundraisers or charity events
- Social gatherings or community events

Knowing the purpose will influence every subsequent decision.

Key Skills for Successful Event Planning

- Organization and time management
- Communication and negotiation
- Creativity and problem-solving

- Budgeting and financial management
- Flexibility and adaptability

Step-by-Step Guide to Planning Your Event

Planning an event involves a series of organized steps. Below is a detailed roadmap to help you stay on track.

1. Define Your Goals and Objectives

Clarify what you want to achieve:

- What is the main message or purpose?
- What do you want attendees to experience?
- Are there specific outcomes, such as raising funds, launching a product, or celebrating a milestone?

2. Establish a Budget

Create a realistic budget covering:

- Venue rental
- Food and beverages
- Decorations and supplies
- Entertainment or speakers
- Invitations and marketing
- Miscellaneous expenses (permits, insurance)

Tips:

- Always allocate a contingency fund (10-15%) for unforeseen expenses.
- Track all expenses meticulously.

3. Choose a Date and Venue

Selecting the right date and venue is critical:

- Consider your target audience's availability.
- Avoid conflicting with major holidays or local events.
- Book your venue early to secure your preferred location.

Venue considerations:

- Capacity and layout
- Accessibility
- Parking and transportation
- Amenities (AV equipment, Wi-Fi, restrooms)

4. Develop a Theme and Design

A cohesive theme sets the tone:

- Color schemes
- Decorations
- Dress code
- Signage and branding

This helps create a memorable atmosphere and guides your decor choices.

5. Build Your Event Team

Identify roles and assign responsibilities:

- Event coordinator or lead
- Volunteers or staff
- Vendors and suppliers
- Support staff

Ensure clear communication and establish point persons for each aspect.

6. Plan the Program and Activities

Outline the schedule:

- Welcome and registration
- Main activities or speeches
- Entertainment or performances
- Networking opportunities
- Closing remarks

Create a detailed timeline and share it with your team.

7. Secure Vendors and Suppliers

Vendors you might need:

- Caterers
- Decorators
- Audio-visual technicians
- Photographers/videographers
- Entertainment (bands, DJs)

Tips:

- Obtain multiple quotes.
- Check references and reviews.
- Confirm contracts in writing.

8. Send Invitations and Promote

Depending on your event type:

- Physical invitations, e-vites, or social media invites
- Use RSVP tracking to estimate attendance
- Promote through social media, email marketing, or community outreach

9. Prepare for Logistics and Details

In the final weeks:

- Confirm all bookings

- Prepare event materials (name tags, programs)
- Arrange transportation and accommodations if needed
- Organize setup and teardown schedules

10. Execute and Manage the Event

On the event day:

- Arrive early for setup
- Conduct a walkthrough
- Communicate with your team
- Troubleshoot issues promptly
- Engage with attendees and gather feedback

11. Post-Event Follow-up

After the event:

- Send thank-you notes to attendees and vendors
- Share photos and highlights
- Collect feedback for future improvements
- Review financials to reconcile expenses

Essential Tips for Successful Event Planning

- Start Early: Give yourself plenty of lead time to secure venues, vendors, and invitations.
- Stay Organized: Use checklists, spreadsheets, or event management software.
- Communicate Clearly: Keep all stakeholders informed with updates and timelines.
- Be Flexible: Adapt to unexpected changes calmly and creatively.
- Prioritize Guest Experience: Focus on creating an enjoyable and seamless experience.
- Document Everything: Contracts, receipts, contacts, and schedules should be well-organized.

Common Challenges and How to Overcome Them

- Budget Overruns: Stick to your budget, and always have a contingency plan.
- Vendor No-Shows: Have backup vendors or alternative solutions.
- Low Attendance: Promote early and through multiple channels.

- Time Management: Plan backwards from the event date, setting deadlines for each task.
- Technical Issues: Test all equipment beforehand and have backup plans.

Tools and Resources for Event Planners

- Project Management Software: Asana, Trello, or Monday.com
- Budgeting Tools: Excel, Google Sheets, or dedicated apps like Eventbrite
- Invitation Management: Evite, Paperless Post, or Eventbrite
- Vendor Directories: Local listings, wedding/vendor websites, or event-specific platforms
- Design and Decor: Canva, Pinterest, or professional decorators

Final Thoughts: Turning Your Event Vision into Reality

Event planning may seem complex at first, but with patience, organization, and attention to detail, you can create events that leave lasting impressions. Remember, the key is to plan thoroughly, communicate effectively, and be adaptable. Whether you're planning a birthday bash or a corporate conference, this comprehensive approach will help you navigate each step confidently.

By mastering these fundamentals, you'll be well on your way to becoming an event planning pro?turning your ideas into unforgettable experiences for all involved. Happy planning!

Question What are the first steps to plan a successful event for beginners? Start by defining your event's purpose and goals, set a budget, choose a suitable date and venue, create a guest list, and develop a detailed plan or checklist to stay organized throughout the process. **How do I choose the right venue for my event?** Consider the size of your guest list, the event type, location accessibility, budget, and available amenities. Visit multiple venues, compare costs, and ensure the space aligns with your event's theme and needs. **What are some effective ways to promote my event?** Utilize social media platforms, create an event page, send out email invitations, collaborate with influencers or partners, and consider traditional methods like flyers or local media to reach your target audience. **How can I manage event logistics efficiently as a beginner?** Use detailed checklists and timelines, delegate tasks when possible, communicate clearly with vendors and staff, and regularly review progress to ensure all aspects?from catering to technical setup?are on track. **What are common mistakes to avoid when planning an event for beginners?** Avoid underestimating the budget, neglecting to confirm bookings in advance, failing to plan for contingencies, overlooking permits or permissions, and not having a clear communication plan with your team and vendors.

Related keywords: event planning, party planning, wedding planning, event organizer, event checklist, event budget, venue selection, decor ideas, timeline management, event marketing

Banquet event order tompkins cortland community college

banquet event order tompkins cortland community college is a crucial document that ensures the seamless planning and execution of any special event hosted at this renowned educational institution. Whether it's a formal banquet, graduation celebration, corporate gathering, or community event, a well-crafted banquet event order (BEO) serves as the backbone of successful event management. At Tompkins Cortland Community College, meticulous attention to detail in preparing and following a BEO guarantees that clients' expectations are met, logistical challenges are minimized, and every aspect of the event runs smoothly. This comprehensive guide explores the importance of a banquet event order at Tompkins Cortland Community College, outlining key components, best practices, and tips to optimize your event planning process.

Understanding the Banquet Event Order (BEO)

What Is a Banquet Event Order?

A banquet event order (BEO) is a detailed document used by event planners, catering staff, and venue management to coordinate all elements of an upcoming event. It functions as a contract and communication tool, outlining every detail necessary to execute the event successfully.

Why Is the BEO Important at Tompkins Cortland Community College?

- Ensures clarity between the client and the event team
- Provides a comprehensive overview of event details
- Minimizes miscommunications or errors
- Facilitates smooth coordination among departments such as catering, facilities, and security
- Acts as a reference throughout the event planning and execution process

Key Components of a Banquet Event Order at Tompkins Cortland Community College

1. Basic Event Information

- Client's name and contact information
- Event date and time
- Event location within the college campus
- Type of event (e.g., graduation, corporate, social)
- Expected number of guests

2. Event Schedule and Timeline

- Setup time and location
- Event start and end times
- Breakdown and cleanup schedule
- Specific timing for key activities (e.g., speeches, awards, entertainment)

3. Menu Details

- Meal service type (buffet, plated, stations)
- Dietary restrictions and special requests
- Beverage service details
- Serving staff requirements

4. Staffing and Service Needs

- Number of servers, bartenders, and support staff
- Special staffing instructions (e.g., uniform requirements)
- Coordination with college staff or external vendors

5. Equipment and Decor

- Tables, chairs, linens, and tableware
- Audio-visual equipment (microphones, projectors)
- Decorations and signage
- Special setup requests

6. Technical and Audio-Visual Arrangements

- Sound system requirements
- Lighting needs
- Video playback or presentation setup

7. Budget and Payment Details

- Cost estimates
- Deposit and payment schedule
- Cancellation policies

8. Miscellaneous Instructions

- Parking and access instructions
- Security or crowd control needs
- Emergency procedures
- Contact persons for onsite coordination

Best Practices for Preparing a Banquet Event Order at Tompkins Cortland Community College

1. Collaborate Early and Clearly

Engage with the client early in the planning process to gather detailed requirements. Clear communication helps prevent misunderstandings and ensures all expectations are aligned.

2. Use a Standardized Template

Utilize a comprehensive BEO template tailored for Tompkins Cortland Community College to maintain consistency and ensure all critical elements are captured.

3. Confirm Details with All Stakeholders

Regularly review the BEO with clients, vendors, and college staff to confirm accuracy and address any modifications promptly.

4. Incorporate Flexibility

Build in buffer times and contingency plans for unexpected changes or delays.

5. Double-Check Technical Arrangements

Test all audio-visual and technical equipment ahead of time to prevent last-minute issues.

6. Document Special Requests

Ensure dietary restrictions, accessibility needs, and other special considerations are clearly noted

and communicated to relevant teams.

7. Maintain a Copy Onsite

Keep printed and digital copies of the BEO accessible during the event for reference.

Benefits of Using a Banquet Event Order at Tompkins Cortland Community College

Ensures Smooth Event Execution

A detailed BEO minimizes surprises and keeps all teams coordinated, leading to a polished event experience.

Enhances Communication

Clear documentation prevents misunderstandings among staff, clients, and vendors.

Provides Legal and Financial Security

The BEO serves as a contractual document that outlines services, costs, and responsibilities, protecting both parties.

Facilitates Post-Event Evaluation

Reviewing the BEO helps assess what worked well and identify areas for improvement for future events.

Customizing the Banquet Event Order for Different Events at Tompkins Cortland Community College

Graduation Ceremonies

- Emphasize seating arrangements
- Coordinate with college administration for program schedules
- Include photo opportunities and media needs

Corporate Events

- Focus on audiovisual requirements
- Highlight branding and signage
- Schedule networking sessions or breakout rooms

Community and Social Events

- Incorporate entertainment and activities
- Plan for accessibility and inclusivity
- Manage community-specific needs

Additional Tips for Successful Event Planning at Tompkins Cortland Community College

- Start Planning Early: Allow sufficient lead time for customization and vendor bookings.
- Engage College Departments: Collaborate with campus facilities, security, and catering teams.
- Prioritize Accessibility: Ensure the venue and services accommodate all attendees.
- Leverage College Resources: Utilize on-campus equipment and services to optimize costs.
- Gather Feedback: Post-event evaluations can improve future banquet planning processes.

Conclusion

A well-structured banquet event order is an indispensable tool in executing successful events at Tompkins Cortland Community College. It encapsulates all critical details—from logistics and menus to technical needs and staffing—ensuring everyone involved is aligned and prepared. By adhering to best practices in creating and managing the BEO, event organizers can deliver memorable experiences that meet or exceed client expectations while maintaining smooth operations. Whether hosting a formal graduation, a corporate gathering, or a community celebration, the key to success lies in meticulous planning, clear communication, and attention to detail—all facilitated by a comprehensive banquet event order tailored specifically for Tompkins Cortland Community College.

Banquet Event Order Tompkins Cortland Community College: Ensuring Seamless Event Planning and Execution

In the realm of event management, the importance of meticulous planning cannot be overstated. When it comes to hosting large-scale gatherings, conferences, or celebratory events at institutions like Tompkins Cortland Community College, the foundation of a successful event often lies in a well-crafted Banquet Event Order (BEO). This comprehensive document serves as the blueprint for all logistical details, ensuring that every stakeholder—from caterers and AV technicians to event coordinators—is aligned on expectations and responsibilities. This article explores the significance of

a Banquet Event Order at Tompkins Cortland Community College, outlining its components, best practices, and how it contributes to the smooth execution of campus events.

What Is a Banquet Event Order (BEO)?

A Banquet Event Order, often abbreviated as BEO, is a detailed document used by event venues, caterers, and clients to communicate essential information about an upcoming event. Think of it as the instruction manual that guides every aspect of the event, from catering specifics to room setup, audiovisual requirements, and timing.

At Tompkins Cortland Community College, the BEO plays a pivotal role in managing a wide array of events, including student orientations, community workshops, academic conferences, and celebratory banquets. The BEO ensures that all parties involved have a clear understanding of the event's scope, requirements, and schedule, minimizing misunderstandings and last-minute surprises.

The Key Components of a Banquet Event Order at Tompkins Cortland

A comprehensive BEO is more than just a list of requests; it's a structured document that captures every detail needed for flawless execution. Here are the core components typically included in a BEO for events at Tompkins Cortland Community College:

- Event Overview and Contact Information

- Event Name and Date: Clearly stating the name and scheduled date of the event.
- Client Contact Details: Names, phone numbers, and email addresses of primary contacts from the college and external vendors.
- Event Coordinator: Designated person responsible for overseeing the event.

- Event Timing and Schedule

- Setup and Breakdown Times: Precise windows for setting up the venue, equipment, and decorations, as well as tear-down.
- Event Duration: Start and end times, including any scheduled breaks or intermissions.
- Vendor Arrival Times: Timing for caterers, AV technicians, decorators, and other service providers.

- Room Setup and Layout

- Room Selection: Specific spaces within the college designated for the event.
- Seating Arrangements: Layout plans, including banquet tables, lecture seating, or theater style.
- Decorations and Theming: Any special requirements for banners, centerpieces, or signage.

- Catering Details

- Menu Selection: Detailed menu with items, portion sizes, dietary restrictions, and beverage options.

- Service Style: Buffet, plated service, stations, or cocktail receptions.
- Number of Guests: Confirmed headcount for accurate food and beverage preparation.

- Audio-Visual and Technical Needs

- Equipment Requirements: Microphones, projectors, screens, speakers, and lighting.
- Technical Support: On-site technicians and their responsibilities.
- Special Requests: Live streaming, recording, or other multimedia needs.

- Staffing and Staffing Responsibilities

- Event Staff: Servers, bartenders, security personnel, or event hosts.
- Roles and Duties: Specific responsibilities assigned to each staff member.

- Special Requests and Additional Services

- Accessibility Needs: Accommodations for guests with disabilities.
- Permits and Licenses: Alcohol permits or special event permits.
- Transportation and Parking: Arrangements for guest parking, shuttles, or valet services.

- Billing and Payment Terms

- Cost Breakdown: Itemized costs for services, rentals, and staffing.
- Deposit and Payment Schedule: Due dates and cancellation policies.
- Contact for Billing Inquiries: Accounts department or event coordinator.

The Process of Creating and Using a Banquet Event Order at Tompkins Cortland

Creating a BEO is a collaborative process involving multiple stakeholders. At Tompkins Cortland Community College, the process typically follows these steps:

- Initial Consultation

The event organizer meets with the college's event management team to discuss the event's purpose, scope, and preliminary requirements. This includes understanding the expected number of guests, preferred date and time, and overall vision.

- Drafting the BEO

Based on the consultation, the venue or catering services draft an initial BEO. This draft covers basic details such as venue layout, menu options, and technical needs.

- Review and Revision

The draft BEO is shared with all stakeholders—college departments, external vendors, and the client—for review. Feedback is incorporated, and adjustments are made to ensure all needs are met.

- Finalization

Once everyone agrees, the final BEO is signed off and distributed to all involved parties. This document serves as the definitive guide for the event.

- Execution and On-site Management

On the day of the event, the BEO is used as a reference to coordinate activities, troubleshoot issues, and ensure adherence to the plan. The event manager or coordinator at Tompkins Cortland ensures that all elements are executed as per the BEO.

Best Practices for a Successful Banquet Event Order

To maximize the effectiveness of a BEO at Tompkins Cortland Community College, several best practices should be followed:

- Early Planning: Initiate discussions and draft the BEO well in advance, especially for complex or large-scale events.
- Clear Communication: Ensure all parties understand their responsibilities and the details outlined in the BEO.
- Flexibility: Be prepared to accommodate last-minute changes or special requests.
- Detailed Documentation: Include specific instructions, such as exact placement of tables or technical setup, to avoid ambiguity.
- Regular Updates: For multi-day events or those with evolving plans, update the BEO accordingly.

The Impact of a Well-Prepared BEO on Event Success

A meticulously prepared Banquet Event Order directly correlates with the success of an event at Tompkins Cortland Community College. It minimizes errors, streamlines communication, and ensures that logistical elements operate seamlessly. With clarity on setup times, technical requirements, and service needs, the college staff and vendors can coordinate efficiently, creating a professional and enjoyable experience for all attendees.

Moreover, the BEO serves as a valuable record for post-event review and future planning. If issues arise, the document provides a reference point to identify what was agreed upon and how to address any discrepancies.

Conclusion

In the dynamic environment of campus events at Tompkins Cortland Community College, the Banquet Event Order stands as an essential tool for orchestrating successful gatherings. By encapsulating all logistical, technical, and service details into a single, organized document, event planners and vendors can work in harmony to deliver memorable experiences. Whether hosting a small seminar, a large banquet, or a multi-day conference, understanding and leveraging the power of a well-crafted BEO ensures that every event runs smoothly from start to finish. Proper planning, clear communication, and attention to detail—hallmarks of a proficient BEO—are the keys to turning vision into reality on the college campus.

Question What is a Banquet Event Order (BEO) at Tompkins Cortland Community College? **Answer** A Banquet Event Order (BEO) at Tompkins Cortland Community College is a detailed

document that outlines all the specifics for an event, including menu, setup, timing, and services, ensuring smooth coordination between the college's event staff and clients. How do I request a Banquet Event Order at Tompkins Cortland Community College? To request a BEO, you should contact the college's event services or catering department with your event details, including date, number of guests, preferred menu, and any special requirements. What information is typically included in a Banquet Event Order at Tompkins Cortland CC? A BEO typically includes event date and time, guest count, menu selections, setup and breakdown times, audiovisual needs, staffing requirements, and any special requests or notes. Can I customize the menu in my Banquet Event Order at Tompkins Cortland Community College? Yes, the college offers customizable menu options to accommodate dietary restrictions, preferences, and special themes as part of your BEO planning process. How far in advance should I submit my Banquet Event Order for an event at Tompkins Cortland CC? It is recommended to submit your BEO at least two to four weeks prior to your event date to ensure proper planning and availability of services. Who is responsible for approving the Banquet Event Order at Tompkins Cortland Community College? The designated college event coordinator or catering manager reviews and approves the BEO to confirm all details are accurate and feasible before the event is finalized. Are there any specific policies or restrictions for events at Tompkins Cortland CC outlined in the BEO? Yes, the BEO includes policies regarding alcohol service, decorations, noise levels, and other campus regulations to ensure compliance and safety. Can I make changes to my Banquet Event Order after it has been approved at Tompkins Cortland Community College? Changes can be made by contacting the event coordinator as early as possible; however, last-minute modifications may be subject to availability and additional charges. What is the typical turnaround time for receiving a finalized Banquet Event Order at Tompkins Cortland CC? Once all event details are confirmed, the college aims to provide a finalized BEO within 3-5 business days. Is there a fee associated with creating or modifying a Banquet Event Order at Tompkins Cortland Community College? Generally, there is no fee for creating or modifying a BEO, but additional services or last-minute changes may incur extra charges as outlined in the college's event policies.

Related keywords: banquet event order, Tompkins Cortland Community College, event planning, catering services, conference facilities, college events, campus event management, dining arrangements, event scheduling, college event coordinator

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