Event Management
Event Planning Workshop

New River Community and Technical College
Greenbrier Valley Campus
Jefferson Office Park, Lewisburg

Monday, October 26
5:00-8:00 PM

Instructor: Marlene Pierson-Jolliffe
Manager, State Fair of West Virginia

This class will provide an overview of the key components and planning process behind producing a special event.

It will focus on the following areas:
• Revenue / Expenses and Financial Tracking - What are the profit centers?
• Sponsorships and Fundraising
• Safety & Security
• Staffing - Employees and Volunteers
• Marketing & Promotions
• Suppliers & Operational Needs

Cost: $50 - Preregistration is required

Deadline For Registration: October 19, 2009

For more information or to register, contact New River Community and Technical College Department of Workforce Education at 304.647.6570 or 304.793.6101