



QC EVENT SCHOOL

EVENT PLANNING COURSE

COURSE PREVIEW BROCHURE

EVENT PLANNING CERTIFICATION COURSE

The Event Planning course shows you how to plan all types of events for private clients. Learn each aspect of planning an event, from prioritizing the budget to day-of coordination.

THIS COURSE IS BEST SUITED FOR THOSE WHO:

- Are not interested in planning weddings
- Want to start their own event planning company
- Would like to work for an existing event planning firm

Upon graduation, you'll receive an industry-recognized certification as an International Event Planning Professional (IEPP), and you'll be ready to start your business or apply for jobs in the industry.



COURSE CURRICULUM

The IEPP course curriculum is divided into four units. Each unit includes digital course lesson booklets and assignments designed to test your knowledge and develop your planning and organizational skills. The course also includes business training materials and instructional videos, which cover everything you need to know to start your own event planning business.

UNIT A

- Introduction to Event Planning
- Creating an Event Concept
- The Planning Budget
- The Planning Timeframe

UNIT C

- Holiday and Theme Parties
- Charity and Community Events
- Risk Management and Problem-Solving

UNIT B

- Event Venues and Catering
- Milestone Parties and Events
- Birthday Parties
- Religious Rites and Funerals

UNIT D

- Starting Your Own Business
- Marketing and Promotion
- Working with Clients and Vendors
- Introduction to Project Management

SAMPLE ASSIGNMENT

QC's step-by-step program will take you through every aspect of the corporate event planning process. The course assignments are designed to put you into the planner's seat. You'll analyze real-world scenarios that will develop your creative and organizational skills as a professional event planner.

Unit B Assignment 3 - *A Family Reunion*

During the client consultation, event planners must ask their clients questions to determine event scope and to develop a sense of their clients' expectations. In this assignment, you'll practice asking questions that help you develop the elements of an event with your client. You can refer to the text "Milestone Parties and Events."

Scenario: Your client has asked you to help him plan his family reunion. Among the attendees will be your client's parents, grandparents, aunts, uncles and cousins, as well as your client's wife and their two young children. Several guests will be traveling to the reunion from out of town. You will need to supply a venue, catering, a schedule and entertainment for the reunion.

Come up with a list of eight questions to ask your client about the reunion. These questions should help you determine such event elements as who's on the guest list, where you should hold the reunion, when the reunion should take place, what kind of food you should serve, how to schedule the event and what kind of activities or entertainment you should plan for guests.

WHAT YOU'LL RECEIVE

You will receive a course guide with easy-to-follow instructions on how to upload your assignments to the online student center and download your tutor's evaluation and audio feedback. Additionally, QC's helpful Student Support Team is ready and willing to guide you through the assignments and answer any questions you may have along the way. Connect with the support team by phone, email or Live Chat – whichever you prefer.



THE STUDENT-TUTOR CONNECTION

Once you enroll with QC Event School, you'll be matched with a personal tutor who will review your work and provide you with in-depth feedback and advice. These accomplished tutors have years of experience in the event industry and are eager to share their professional insight to help you achieve your career goals.

THE STUDENT'S PERSPECTIVE:

"Every moment I spent on this course was more than worth it. I learned both little and big details that I otherwise still wouldn't know now! It really is a valuable course, with great tutors and support!"

CLAUDIA MONTANO

THE TUTOR'S PERSPECTIVE:

"Believe in yourself and your own talents. Work hard and take advantage of all the case studies in your course. These exercises really prepare you for the real deal."

ANDREA DELUCIA

MEET THE QC EVENT SCHOOL TUTORS [HERE](#).

MONEY-BACK GUARANTEE

Starting a new career can be scary. But don't worry! Once you enroll with QC Event School, you'll be protected by a double money-back guarantee!



21-DAY GUARANTEE

When you enroll with QC, you have 21 days to review the course materials and decide whether you want to take the course. If you decide this course isn't the right fit for you, simply contact the school and receive a full refund.

[LEARN MORE](#)

TUITION

EVENT PLANNING COURSE

SAVE UP TO \$300! USE THE TUITION CALCULATOR TO FIND A PAYMENT PLAN THAT BEST SUITS YOUR NEEDS.



TUITION INCLUDES:

- Digital copies of all course guides, lesson texts, and video tutorials
- Business Training series
- Lifetime access to the Online Student Center to access business templates, submit assignments, chat with peers, access workshop materials, and review evaluations from your tutor
- Your certificate upon graduation

ENROLL NOW



CONTACT US!

INFO@QCEVENTSCHOOL.COM

US & CANADA: 1-833-600-3751

UNITED KINGDOM: 0800 066 4734

AUSTRALIA: 1 800 531 923

INTERNATIONAL: +1 613 749 8248

JOIN THE QC COMMUNITY!



STUDENT SHOWCASE