



# The Complete Idiot's Guide to Meeting & Event Planning, 2nd Edition

*Robin E. Craven, Lynn Johnson Golabowski*

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If you are given the responsibility of planning a meeting for your business, you need to make your company look good. This guide gives you suggestions for planning the budget, negotiating a space to meet, choosing a caterer, setting up the room, and planning programs. You will be able to produce an event that is organized and within your budget.

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