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A BEO is a document outlining all of the specific event logistics and instructions a venue (i.e. hotel, convention center,

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restaurant, etc.) would need to successfully execute an event. A BEO details the date and time of event, set-up of the space, menu preferences and A/V requirements.

Event Planning Language for Beginners

Event Management Tips and Guidance

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for Success [update: link no longer active] 3. A Project Management Primer or “a guide to making projects work (v2.0)” Planning. 4. Event Planning Checklist [update: link no longer active] 5. Event Planning Guide - Successful Meeting and Convention Planning [update: link no longer active] 6.

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logistics, & catering management (contracts, permits, insurance, etc.)

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