



Praxishandbuch Event Management: Das A-Z der perfekten Veranstaltungsorganisation - Mit zahlreichen Checklisten und Mustervorlagen (German Edition)

Irmtraud Schmitt

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Das Nachschlagewerk für alle, die in Unternehmen für Veranstaltungen verantwortlich sind! Es zeigt, wie man zeitsparend und budgetbewusst Veranstaltungen von A bis Z plant, organisiert und betreut - von der Außendiensttagung über den Messeauftritt, die Pressekonferenz, den Tag der offenen Tür, Workshops, Kongresse, Seminare, Weihnachtsfeiern... Schritt für Schritt - von der ersten Idee bis zur Nachbereitung gibt das Buch praxisorientierte Arbeitshilfen mit Checklisten, Mustervorlagen und nützlichen Internetlinks. Neu in der 2. Auflage: "Notfallpläne entwickeln".

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