

MEETING PLANNING BOOKS AND OTHER USEFUL INFORMATION

Our Favorite Meeting Planning Books

Meeting & Event Planning for Dummies (2003) by Susan Friedmann
[We especially liked the second appendix to this book, Checklist Heaven!]

Planning Successful Meetings and Events: A Take-Charge Assistant Book (1999) by
Ann J. Boehme

Other Meeting Planning Books with Useful Information

The Business of Event Planning: Behind-the-Scenes Secrets of Successful Special
Events (2002) by Judy Allen

Complete Idiot's Guide to Meeting and Event Planning (2001)
by Robin E. Craven, Lynn Johnson Golabowski, Lynn Johnson Golabowski, Robin E.
Cravin

Conference Planning Guide, by Office for Victims of Crime
Available online at:

<http://www.ojp.usdoj.gov/ovc/publications/infores/res/confguid/welcome.html>

The Essential Event Planning Kit (2000) by Godfrey Harris

Event Planning: The Ultimate Guide to Successful Meetings, Corporate Events,
Fundraising Galas, Conferences, Conventions, Incentives and Other Special Events
(2000) Judy Allen

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