

Event Planning: 3M Event



Circulation Desk-Course Reserves

Confessions of an event planner : case studies from the real world of events : how to handle the unexpected and how to be a master of discretion by Judy Allen

Event planning : the ultimate guide to successful meetings, corporate events, fund-raising galas, conferences, conventions, incentives and other special events by Judy Allen

Preston Bailey's design for entertaining : inspiration for creating the party of your dreams by Preston Bailey with Marie Timell

World's best cities : celebrating 220 great destinations Published by National Geographic

World's best travel experiences : 400 extraordinary places Published by National Geographic

Tips for using Course Reserves:

1. These books can be checked out from the first-floor Circulation Desk
2. Loan period is 2 hours
3. Books must be used in the library.
4. Bring your Tiger Card in order to borrow a book.
5. Ask for the book by Professor's name (Yvonne Chalfant) and specific title
6. When you are done, return Reserve items to the wooden tray on top of the Circulation Desk—this way our staff will notice and check it in right away, so you're NOT fined overdue charges.

Ebooks linked from class page

- [Drives of a Lifetime: 50 of the World's Most Spectacular Trips](#)
- [Journeys of a Lifetime: 500 of the World's Most Spectacular Trips](#)
- [National Geographic: Destinations of a Lifetime: 225 Dream Destinations Around the World](#)
- [USA 101: A Guide to America's Iconic Places, Events, and Festivals](#)

Tips for the ebooks

- Class page, <https://library.olivet.edu/subject-guides/communication/comm325/index.php>
- **Scroll SLOWLY** through the book. If you go too fast, the vendor will think you're doing something malicious and will prompt you with captchas to see if you are a person or a robot trying to steal the ebook content.
- **Use a WIRED connection** (not wifi). Such as in a campus lab, or with a data cable in your apartment
- Consider meeting as a GROUP and looking at the book together.
- Use the Table of Contents or Index to skip to the section you want

