Event Planning: 3M Event

Circulation Desk-Course Reserves

<table>
<thead>
<tr>
<th>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</th>
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</thead>
<tbody>
<tr>
<td>Event planning: the ultimate guide to successful meetings, corporate events, fund-raising galas, conferences, conventions, incentives and other special events by Judy Allen</td>
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<tr>
<td>Preston Bailey’s design for entertaining: inspiration for creating the party of your dreams by Preston Bailey with Marie Timell</td>
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<td>World’s best cities: celebrating 220 great destinations Published by National Geographic</td>
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<tr>
<td>World’s best travel experiences: 400 extraordinary places Published by National Geographic</td>
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</tbody>
</table>

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](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