

COMM325: Event Planning

Tips for using this class page

Class webpage

The class page is linked from the **Communication** Subject Guide, off of Benner Library's homepage, <https://library.olivet.edu/subject-guides/communication/comm325/index.php>

The screenshot shows the class webpage with the following elements:

- Navigation bar: Home, Subject Guides, Communication, COMM 325, Search Library Resources
- Page title: COMM 325: Event Planning
- Sub-header: Tips for using this class page GET PDF
- Section: Extra Credit Article Reviews
 - Special Events Galore (2001-2015) GET PDF (Annotation 1)
 - Search Tips GET PDF (Annotation 2)
- Section: Required Readings (Annotation 3)
 - Ramey, T. (2015). Budgeting for a successful annual event - it's all in the details. *Franchising World*, 47(8), 25-26. GET ARTICLE (In library databases)
 - Preparing a Meeting and Event Budget (2007) *Successful Meetings*, suppl. the meeting planners' handbook 2007 4, 6. GET ARTICLE (In library databases)
 - Hall, M. (2015, December 14). Respond – pretty please! *Daily Journal*, p. A7 GET ARTICLE (In My.Olivet)
 - Yucel, I. (2015). Party & Event Planners in the US *IBISWorld Industry Report OD4414* GET ARTICLE (In My.Olivet)
- Right sidebar: Subject Guides, Books & Media, Journals & Articles, Services, Help

Extra Credit Article Reviews

1. Use this link to search for articles by keyword in *Special Events Galore*, a publication available through the Wiley Online database
2. Need help using this eJournal? See "Search Tips" (.pdf) online

3. Required Readings

- Must login for off campus/Wi-Fi access to any of these articles
 - First two articles are posted in library databases
 - Last two articles are posted in My.Olivet

Suggested Readings

4.

EPA Code of Ethics


 GET PDF

EPA Mission

 GET PDF

5.

3M Event

More resources on Reserve at Circulation Desk [Use Tips](#)  GET PDF

- 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 ▾

6.

4. Suggested Readings

Both are .pdfs hosted on the Library website

5. **3M Event**—choose from five physical books, on **course reserve** (2nd-floor, Benner Library):

- *Confessions of an event planner: case studies from the real world of events....*
- *Event planning: the ultimate guide to successful meetings, corporate events...*
- *Preston Bailey's design for entertaining: inspiration for creating the party of your dreams*
- *World's best cities*
- *World's best travel experiences*

Tips for using Course Reserves:

- These books can be checked out from the 2nd floor Circulation Desk
- Loan period is 2 hours. Books must be used in the library.
- Bring your Tiger Card in order to borrow a book.
- Ask for the book by Professor's name (Yvonne Chalfant) and specific title
- 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.

6. You may also use the ebooks linked from the Class Page for the 3M project

Tips for the ebooks

- **Scroll SLOWLY** through the book.

If you go too fast, it 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 Wi-Fi). 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 desired content

Research Paper: Risk Management in Event Planning

Suggested Readings

7. Herman, M. L., & Risser, J. (2009) *Managing Special Event Risks: 10 Steps to Safety* (2nd ed.). [Leesburg, VA]: Nonprofit Risk Management Center. [GET ARTICLE](#)

- Due to copyright restrictions, this article is hosted in My.Olivet
- When prompted for a password use your My Olivet credentials.
- *Note about authorized uses:* This pdf must be accessible only to authorized users of Olivet Nazarene University. It must be stored in a secure network. Users may print copies for their personal use only.

8.

Great American Insurance Group. (n.d.). Special Event Risk Management. *Hand in Hand: Specialty Human Services* [GET PDF](#)

Risk Management in Event Planning [GET PDF](#)

Research paper

Suggested readings

7. is hosted on My.Olivet

8. last two articles are simply .pdfs hosted on the Library website

9.

Suggested Databases

- ABI/Inform Global ▾
- Academic Search Complete ▾
- Business Source Elite ▾
- Communication and Mass Media ▾

9. Suggested databases

Use these to search for popular, trade, or scholarly articles.



Questions?

<https://library.olivet.edu/contact/ask-a-librarian.php>

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