



Meeting and Event Management Certificate

Continuing Education & Customized Training

Five Easy Registration Options

- **Online:** century.augusoft.net
- **Phone:** 651.779.3341
- **Fax:** 651.779.5802
- **Mail to:** Century College, CECT Dept.
3300 Century Avenue North
White Bear Lake, MN 55110
- **In Person:** East Campus
Mon-Thu, 8 am-7pm
Fri, 8 am-4 pm

Questions?

Contact **Joan Peterson**
at joan.peterson@century.edu
or **651.773.1743**.

These programs can also be brought to your business/organization! Call Joan for more details.



Meeting and Event Management Certificate

Do you love to plan unforgettable events, meetings or conferences? Do you have a flair for details? Our Meeting and Events Specialist Certificate focuses on the planner's practical "need to know" tools and skills. Learn from an industry professional and gain a solid understanding of the myriad of details and behind-the-scenes considerations needed to ensure that your meeting or event is a success!

You will learn to:

- Plan and develop event/meeting content
- Negotiate contracts
- Manage budgets
- Select site locations and services
- Manage important logistics such as reservations, registrations, and special requirements
- Market and promote events and meetings

East Campus, Room 2311 \$495
Tue, Jan 24 - Mar 6 (No class Feb 7)
6 pm-9 pm

East Campus, Room 2313 \$495
Tue, April 10 - May 22 (No class May 15)
6 pm-9 pm

Meeting and Event Management Certificate Registration Form

Please fill out all information completely. Date of birth **or** social security number is required. This data is for student tracking purposes only, and will not be released or used for any other purpose.

Name _____ Date of Birth ____/____/____ Home Phone (____) _____

Home Address _____ City _____ State _____ Zip _____

Social Security # _____ - _____ - _____ ___ Male ___ Female

Business Name _____ Business Phone (____) _____

Business Address _____ City _____ State _____ Zip _____

E-mail address _____

Course Name	Course Date	Course Fee
1. _____	_____	\$ _____
2. _____	_____	\$ _____
		Total Course Fees: \$ _____

PAYMENT INFORMATION

Check(s) Enclosed (Please write a separate check for the exact amount of each course, payable to Century College.)

Business purchase order attached

Please charge to my: ___ VISA ___ MasterCard ___ Discover Account # _____ - _____ - _____ - _____

Cardholder's Name _____ Exp. Date ____/____/____

Century College, Continuing Education and Customized Training, 3300 Century AvenueNorth, White Bear Lake, MN 55110 T 651.779.3341 • F 651.779.5802

century.edu/continuinged