

# Professional Certificate in Meeting and Event Planning



## Labor Analysis Event Planner – Nationwide



### Job Postings

16,400 Last  
12 months



### Projected Growth

+18% Over 10 years



### Salary Range Average

\$29,240–\$88,360

Source: Burning Glass/Emsi, 2022

## Enroll Now

Courses vary by semester, go to [neverstoplearning.net/meeting](https://neverstoplearning.net/meeting) to view the current schedule.

A group discount is available to businesses that enroll multiple employees.

Call **619-594-7700** for more information.

## Want to Learn More?

For additional information, please email [recruiter.global@sdsu.edu](mailto:recruiter.global@sdsu.edu) or call **(619) 594-7700**.

## Follow Us on Social Media



## Sharpen Your Meeting And Event Planning Skills in 6 Months

Whether you're new to the meeting and event field, or you're a seasoned pro looking to gain credibility with your clients, our Professional Meeting and Event Planning Certificate will give you the skills you need to elevate occasions of all formats and sizes, from weddings to virtual conferences and festivals.

### Program Highlights

- Complete in 6 months
- Pursue the certificate or take just the classes you need for professional development
- Estimated cost \$2,345 (individual courses vary)
- Convenient online courses
- No textbooks required
- Taught by seasoned industry professionals
- Networking and exclusive volunteer opportunities

### Core Courses (complete all 7)

- Meeting Planning Basics | 9 hours  
Recommended as the first course in the program
- Food and Beverage Planning | 6 hours
- Event Marketing and Promotion | 6 hours
- Audio/Visual Basics | 6 hours
- Site Selection, Negotiation, and Legal Issues | 13 hours
- Financial Management of Meetings and Events | 6 hours
- Professional Development | 6 hours

### Elective Courses (complete 18 hours)

- Starting Your Own Business | 6 hours
- Event Design and Production | 6 hours
- Weddings and Social Events | 9 hours
- Event Technology Tools | 6 hours
- Effective Networking and Resumes | 6 hours
- The Art of Selling | 6 hours
- Nonprofits and Fundraisers | 6 hours
- Festivals and Public Events | 6 hours
- Event Safety, Security, and Risk Management | 6 hours
- Conference Architecture: Creating Engaging Experiences for Today's Audience | 6 hours

# Professional Certificate in Meeting and Event Planning

---

## Frequently Asked Questions

Expand your network with seasoned professionals in the meetings and events industry who have worked in all aspects of planning, creating, and executing high-profile events all over the world. All virtual courses are timely and relevant, keeping up with current COVID-19 mandates. You'll get their insider tips and learn from their experiences to create memorable meetings and events anywhere in the world. You'll also get first notice of exclusive opportunities for experience and jobs via email on the Meeting and Event Planning Facebook page.

You'll even receive a discounted membership to join Meeting Professionals International, where you can attend networking and educational sessions with your local chapter.

### Q: Can I start with any class?

**A:** Yes, you can. The courses stand on their own, and you can take as few or as many as you'd like. The classes build on one another, so it's ideal if you can take them in order, but it's not required. To earn the certificate, take all seven required courses (100 level) and 18 hours of elective courses (200 level).

### Q: What are the application requirements?

**A:** None. This program is open to everyone and no prerequisites are needed for enrollment.

### Q: Do you offer job placement?

**A:** Jobs and volunteer opportunities can be found on our **MEP Facebook page** and **LinkedIn group**. Follow us for the latest updates.

### Q: Is this program offered online?

**A:** Yes, all of our Meeting & Event Planning courses are entirely online. Please consult the individual course descriptions for details.

### Q: What kind of events will this certificate help me plan?

**A:** Our Meeting and Event Planning program will give you all the necessary tools to plan meetings and events small to large scale anywhere in the world. The courses cover both business and social events, including virtual event production.

### Q: I am already in the meeting and events industry. How will the certificate help me?

**A:** The in-depth instruction and comprehensive course variety can open up new learning opportunities for even the most seasoned event professional. The MEP program combines foundational courses with a wide selection of electives for everyone to expand their overall industry knowledge. This combination enables students to explore new aspects of the industry they may not have previously learned about. The courses can also help you plan your next move within the industry through the mentorship of your instructors, all seasoned event professionals.

## Want to Learn More?

For additional information, please email [recruiter.global@sdsu.edu](mailto:recruiter.global@sdsu.edu) or call (619) 594-7700.