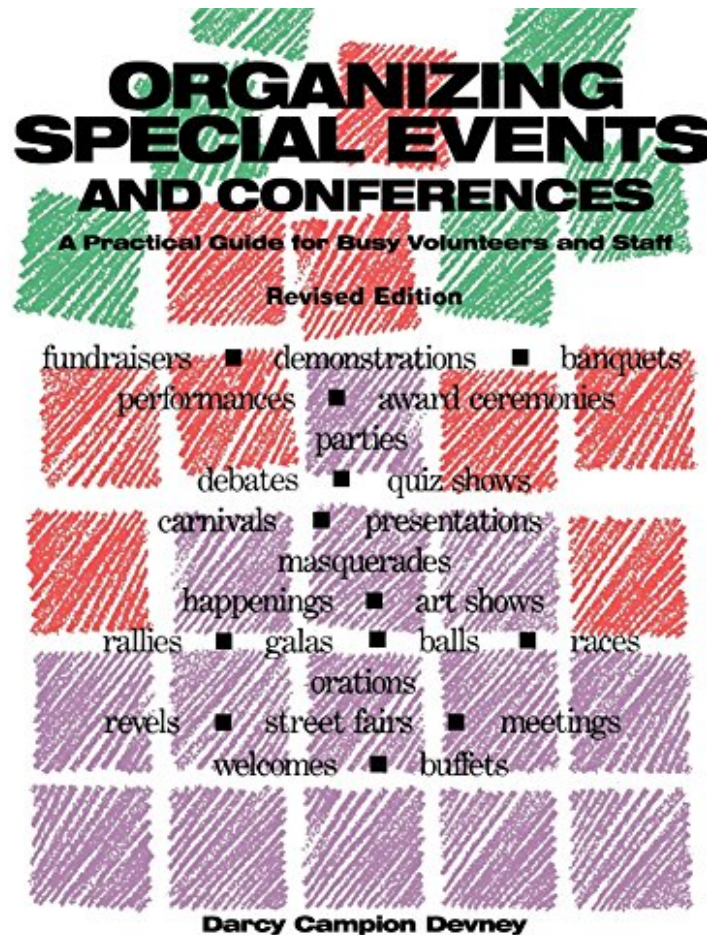


# Organizing Special Events and Conferences: A Practical Guide for Busy Volunteers and Staff

Darcy Champion Devney

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**Darcy Champion Devney : Organizing Special Events and Conferences: A Practical Guide for Busy Volunteers and Staff** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Organizing Special Events and Conferences: A Practical Guide for Busy Volunteers and Staff:

0 of 0 people found the following review helpful. Five Stars By Pt27 Awesome book! Read from the library ordered for myself others from my organization! 1 of 1 people found the following review helpful. Amazing, concise information that a person would need to carry out a conference or event. By Leah MacVie This book is right on target. It includes amazing, concise information that a person would need to carry out a conference or event. I'm on five conference planning committees and this book helped me to fill in the gaps. It includes step-by-step schedules and organizes all the information you need to know in would-be committees. The only thing I thought that it could have used was more

order- such as some of the chapters aren't really in order of importance.

Here is help for anyone who has to produce a public event -- from a church social or school fundraiser to a national conference. This comprehensive and practical handbook is the first to reveal all the tricks and techniques of the professional event organizer. Packed with step-by-step instructions, checklists, schedules, and lists of organizations, addresses, and publications, this edition includes updated resources that will prove indispensable to event planners.

About the Author Darcy Champion Devney has belonged to many different nonprofit organizations, including the Girl Scouts, the International Thespian Society, the Society for Creative Anachronism, and the National Association of Female Executives. She has a B.S. in Corporate Communications and Management from Boston University. Over the last twenty years, she has worked at Harvard University in various departments, including Harvard Magazine, Cabot House, and the Office for Sponsored Research.