

Event Planning & Management

HOSP - 2400 001

Course Description

Students will become acquainted with the burgeoning field of event planning. This course is designed to provide students with an introduction to the MEEC (Meetings, Events, Expositions and Conventions) Industry. A comprehensive overview of all aspects of the MEEC industry.

Prereq: CHEF 1120 & HOSP 1200

Semester: Fall

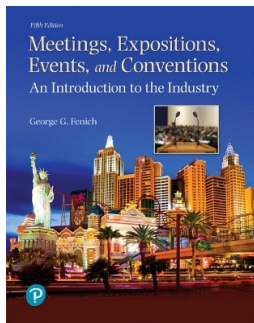
Course Student Learning Outcomes

- Understand the core composition elements of various events.
- Describe the history, present state, and future of the event industry.
- Comprehend and explain the global conference industry's segments.
- Define and explain the roles of event industry intermediaries.
- Explain the variety of event management venue facilities.
- Demonstrate skills and processes in event planning.
- Research event fundamentals; destination options, food, beverage, venue decor, and entertainment.
- Understand options for green and socially responsible events.
- Use creative processes, time---management skills, and logical reasoning for decision making.
- Discuss the legal issues associated with event management.
- Understand the use of computer technology in event planning.

Keys for Success (how to succeed in the course)

- Homework assignments submitted by the posted due date will receive up to 10% extra credit.
- Homework assignments are designed to prepare you for the quizzes and examinations. Please take advantage of the extra credit opportunity for all homework assignments submitted by the due date.

Required Text or Materials



Title: Meetings, Expositions, Events and Conventions

Subtitle: An Introduction to the Industry

ISBN: 978-0134735900

Authors: George G Fenich, Ph.D

Publisher: Pearson

Publication Date: 2018

Edition: 5th Edition

For more information on textbook accessibility, contact Accessibility & Disability Services at ads@slcc.edu.

How to Navigate to Canvas

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Introduce Yourself	Discussion	0
	Introduce Yourself	Discussion	0
8/29/25	Chapter 1 Homework	Assignment	100
8/29/25	Introduce Yourself	Discussion	5
8/29/25	Scavenger Hunt/Practice Submitting Assignments	Assignment	9
9/1/25	Chapter 1 Quiz	Quiz	100
9/5/25	Chapter 2 Homework	Assignment	100
9/8/25	Chapter 2 Quiz	Quiz	100
9/12/25	Chapter 3 Homework	Assignment	100
9/15/25	Chapter 3 Quiz	Quiz	100
9/19/25	Chapter 4 Homework	Assignment	100
9/22/25	Chapter 4 Quiz	Quiz	100
9/26/25	Chapter 5 Homework	Assignment	100
9/29/25	Chapter 5 Quiz	Quiz	100
10/3/25	Chapter 6 Homework	Assignment	100
10/6/25	Chapter 6 Quiz	Quiz	100
10/10/25	Chapter 7 Homework	Assignment	100
10/13/25	Chapter 7 Quiz	Quiz	100
10/17/25	Chapter 8 Homework	Assignment	100
10/20/25	Chapter 8 Quiz	Quiz	100

Due Date	Assignment Name	Assignment Type	Points
10/24/25	Chapter 9 Homework	Assignment	100
10/27/25	Chapter 9 Quiz	Quiz	100
10/30/25	Midterm Exam Part 1	Quiz	50
10/30/25	Midterm Exam Part 2	Quiz	50
10/31/25	Chapter 10 Homework	Assignment	100
11/3/25	Chapter 10 Quiz	Quiz	100
11/7/25	Chapter 11 Homework	Assignment	100
11/10/25	Chapter 11 Quiz	Quiz	100
11/21/25	Chapter 13 Homework	Assignment	100
11/24/25	Chapter 13 Quiz	Quiz	100
11/28/25	Chapter 14 Homework	Assignment	100
12/1/25	Chapter 14 Quiz	Quiz	100
12/18/25	Final Exam Part 1	Quiz	50
12/18/25	Final Exam Part 2	Quiz	60