



COLLEGE OF EXTENDED LEARNING
 San Francisco State University
 Downtown Campus
 835 Market Street, 6th Floor
 San Francisco, CA 94103-1901
 www.cel.sfsu.edu

EVENT & MEETING PLANNING PROGRAM

Certificate of Completion Application

Date: _____

End semester/year of last course: _____

Student Name: _____

SFSU ID#: _____ Day Phone: _____

Address: _____ Email: _____

City, State & Zip: _____

REQUIREMENT: To receive a certificate of completion for the Event & Meeting Planning Program or Fast Track mini certificate, students must complete and receive credit for all **FIVE (5)** courses in each emphasis track.

| Course # | Required Courses | CEUs | Semester/Year Completed | OFFICE USE ONLY Grade |
|---|--|-------|-------------------------|--------------------------|
| Corporate & Association Events Certificate | | | | |
| 9018 | Fundamentals of Event & Meeting Planning | 0.7 | | |
| 9022 | Dollars & Sense: Budgets, Accounting, & Financial Management for the Event Manager | 0.7 | | |
| 9025 | Contracts, Insurance & Liability: Mastering the Maze | 0.7 | | |
| 9037 | Corporate Meeting Planning | 0.7 | | |
| 9019 | Audio/Visual Basics | 0.7 | | |
| TOTAL | | _____ | | |
| Special Events Certificate | | | | |
| 9018 | Fundamentals of Event & Meeting Planning | 0.7 | | |
| 9026 | Event & Meeting Marketing | 0.7 | | |
| 9030 | Food & Beverage Management | 0.7 | | |
| 9045 | Music & Entertainment Management | 0.7 | | |
| 9017 | Wedding Planning | 0.7 | | |
| TOTAL | | _____ | | |

Event Management Certificate

| | | | |
|------|--|-------|--|
| 9048 | Fundamentals of Negotiation | 0.7 | |
| 9029 | Site Selection | 0.7 | |
| 9031 | On-Site Management | 0.7 | |
| 9049 | Event Sponsorship | 0.7 | |
| 9052 | Opportunities OR Managing Murphy's Law | 0.7 | |
| | TOTAL | _____ | |

APPROVED **NOT APPROVED** (*reason:* _____)

Certificate of Completion: _____

Program Director: _____
SIGNATURE DATE

Please mail to:

**Event & Meeting Planning Program, SF State Downtown Campus
 835 Market Street, 6th Floor, San Francisco, CA 94103-1901**