



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

# EVENT & MEETING PLANNING PROGRAM Online Certificate Application

Date: \_\_\_\_\_

End semester/year of last course: \_\_\_\_\_

Student Name: \_\_\_\_\_

SF State ID#: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

**REQUIREMENT:** To receive a certificate for the Event & Meeting Planning Online Certificate students must complete and receive credit for all **SIX (6)** courses in the program.

Course #	Required Courses	CEUs	Semester/Year Completed	OFFICE USE ONLY Grade
<b>Online Event &amp; Meeting Planning Certificate</b>				
9100	Meeting Planning Basics	0.7		
9101	Financial Management & Human Resources	0.7		
9102	Event & Meeting Design	0.7		
9103	Event Marketing & Promotion	0.7		
9104	Site Management	0.7		
9105	Contracts & Risk Management	0.7		
<b>TOTAL</b>		_____		

APPROVED       NOT APPROVED (reason: \_\_\_\_\_)

Certificate: \_\_\_\_\_

Program Director: **Robert Collins** \_\_\_\_\_  
SIGNATURE DATE

Please enclose a check or money order for a \$50 non-refundable application fee made payable to SFSU CEL and mail to:

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