

Event Planning Techniques Certificate
APPLICANT PROFILE

Please complete the following questionnaire for consideration/admission into the Event Planning Techniques Certificate program. Registration approval will be confirmed with you by phone or email.

Name _____

Address _____

City _____ Postal Code _____

Home Phone # _____ Work phone # _____

E-Mail Address _____

Educational Background:

- Community College Graduate
Please specify _____ Grad. Year: _____
- University Graduate
Please specify _____ Grad. Year: _____
- Current Event Organizer with other educational background
Please specify (attach separate page outlining background or resume)

Event Work Experience:

Do you have any experience in the special event industry? Yes No

If Yes : Volunteer Part-time Full-time Contract

Name of Organization(s), Agency(s), Client(s): _____

How many years experience do you have working/volunteering with events? _____

What role(s) or duties have you assumed in the planning or implementation of the above mentioned events?

How many events do you run in one year? _____

Typically, how many hours (volunteer or paid) have you worked on any given event? _____

What is the average approximate attendance at the events you have been involved with?

- Small - Less than 250 people
- Mid sized - 250 - 1000 people
- Large - 1000 people

over ...

Explain the nature and capacity of your experience with Event Planning?
(Identify by name and explain role you assumed)

___ Charity Events/Fundraisers

___ Convention/Meeting Planning

___ Festivals

___ Corporate Events/Social Parties

___ Parades

___ Sporting Events

___ Fairs

___ Other: please specify

Are you currently planning any events? Yes No

If Yes : Volunteer Part-time Full-time Contract

If Yes, please indicate where _____

What skills do you hope to gain by enrolling in this certificate program?

As your commitment to the program, are you prepared to complete new volunteer experiences at events to gain first hand experience in event planning? Yes No

What are your career aspirations or long term goals in relation to completion of this certificate program?

How did you find out about this certificate program?

Flyer

Program Brochure

Web site

Continuing Education Catalogue

Colleague/Friend

Other - Please specify _____

PLEASE RETURN THIS APPLICANT PROFILE TO:
SUE VATTAY, Program Manager, Special Events Program
MOHAWK COLLEGE
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Phone: (905) 575-2158 Fax (905) 575-2094