

**SAN FRANCISCO STATE UNIVERSITY- COLLEGE OF EXTENDED LEARNING
APPLICATION FOR PROFESSIONAL MEETING PLANNING CERTIFICATE OF COMPLETION**

Student Name _____ Date _____
 (List as you wish to appear on certificate) SF State ID# _____
 Current Address _____ e-mail _____
 City/State/Zip _____ Telephone _____

CORE PROGRAM (All nine courses are required)

	Term Registered	Institution (if transfer)
-Audio/Visual Basics (9019)	_____	_____
-Site Selection (9029)	_____	_____
-Fundamentals of Negotiation (9048)	_____	_____
-Food and Beverage Management (9030)	_____	_____
-Event and Meeting Marketing (9026)	_____	_____
-On-Site Management (9031)	_____	_____
-Fundamentals of Event and Meeting Planning (9048)	_____	_____
-Dollars and Sense: Budgets, Accounting, and Financial Management (9022)	_____	_____
-Mastering the Maze (9025)	_____	_____

ELECTIVES (Six courses are required)

-Special Events: Community & Non-Profit (9040)	_____	_____
-Incentive Travel (9034)	_____	_____
-Trade Show Management (9033)	_____	_____
-International Conferences and Trade Shows (9024)	_____	_____
-Corporate Events & Business Travel (9037)	_____	_____
-Destination Management (9044)	_____	_____
-Independent Event & Meeting Planner (9046)	_____	_____
-Meeting Planning Internship (9035)	_____	_____
-Managing Murphy's Law (9052)	_____	_____
-Music and Entertainment Event Management (9045)	_____	_____
-Sports Event Management (9043)	_____	_____
-Wedding Planner (9017)	_____	_____
-Event Sponsorship (9049)	_____	_____

Please send completed form with \$50 check or money order made payable to SFSU- College of Extended Learning to:
**Meeting Planning Certificate Program*SFSU College of Extended Learning*835 Market Street* San Francisco, CA
 94103.** If you are transferring from another institution, please send the official transcript to the above address.

The undersigned approve award of the certificate of completion:

PROGRAM DIRECTOR _____
 Greg Gaston _____ Date _____