CERTIFICATE IN EVENT PLANNING

Units required for Certificate: 12

Program Description

The certificate program in Event Planning is designed for students interested in working for both private and public agencies in the areas of event planning, wedding planning, meeting planning, and recreational programming. Course work includes classes that teach the essentials in successful event management, including volunteer management, fundraising, sponsorships and leadership.

Completion of any of the program entitles a student to receive a certificate for that program in addition to the Bachelor of Science diploma. Certificates are officially recognized by the university and will appear on a student's transcript and may be listed on a student's résumé. **Students must be declared RPTA majors or minors in order to enroll in the certificate programs.** If a student fails to complete the major or minor, the certificate will not be awarded. All units must be taken in Recreation, Parks & Tourism Administration.

Bachelor of Science students: In addition to complete the requirements for the Bachelor of Science degree in Recreation Administration, students may also complete one or more of the certificate programs. Units in the certificates may overlap with required and supportive courses in the major.

Minor students: With advisor approval, students in the RPTA Minor Program may take courses in the certificate programs to partially fulfill the requirements of the minor (please read all of the minor requirements above). Students must complete all of the requirements for the minor to receive the certificate.

Minimum Grade Requirement

A grade of "C-" or better is required in all courses applied to the certificate.

Program Requirements

Code	Title	Units
Required Courses (12 Units)		
RPTA 32	Leadership and Group Development	3
RPTA 136	Program and Event Planning in Recreation, Parks and Tourism	3
Select two of the courses below		*6*
RPTA 139	Conference and Meeting Planning	
RPTA 164	Leadership and Fundraising for Non-profit Organizations	
RPTA 165	Volunteer Management in Nonprofit, Service, or Community Organizations	
Total Units		**12**