

**A FULL DAY OF EVENT PLANNING
EXPERTISE FOR \$25!**

Make the most of your budget dollars

**NONPROFIT EVENT
PLANNING EXPO**

February 23, 2009

9:30 am – 3:30 pm

Sponsored in part by

Hyatt Regency Baltimore

300 Light Street, Baltimore, MD 21202

**Thinking of scaling back your events this year?
Why should you move forward when you're cutting
other budget items?**

If you don't maintain your relationship with funders and supporters now, it could take you twice as long to earn them back. Your events don't have to be glitzy - but it's important to continue to network and fundraise even during this economic downturn. In fact, it could be more important than ever!

We've decided to offer the Event Planning Expo again this year, despite the downturn, to help you learn how to get the most bang for your buck when planning your events. The Event Planning Expo (only \$25 to attend!) will offer top notch breakout sessions, and an exhibit hall full of vendors to help you get beyond the fear and plan for your future success. Plus, you can enjoy some free samples and network with your nonprofit peers facing the same challenges you are.

Join us at the Expo to network and learn the latest trends and tricks of the trade in special event planning. The centerpiece of the day is the opportunity to network in the exhibit hall and sample vendor items. The day will also offer two breakout workshops providing lessons to ensure your events are successful.

Tentative Schedule:

9:30 – 11:00 am

Breakout Sessions (3 choices - first come, first served)

11:00 am – 2:00 pm

Prizes, networking and food sampling in the exhibit hall

2:00 – 3:30 pm

Breakout Sessions (3 choices - first come, first served)

Breakout Sessions Include:

- The Four Ps of Event Marketing
- Rallying the Troops: How to Engage your Attendees with Bling and Bang
- What's the Difference Between a Raffle and an Auction?
- Partnering with Hotels

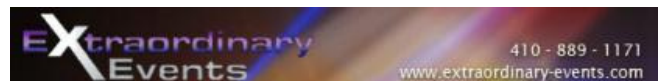
**Making this year extra special, we have
an event just waiting for a lucky
winner!**

Attendees of the Expo can enter onsite to win a Grand Prize Raffle - Valued at \$12,500 - location, catering, and planning is included - all you have to do is win!

Prize Details: Double your Event Fundraising ROI: A selected nonprofit will win the opportunity to host 50 of their favored donors to an elegant fundraising reception whose total cash value is \$12,500!

A few details to whet your creativity:

- **Location:** Baltimore's new dynamic Home Design Center in Mt. Washington Maryland, Gore Dean
- **Catering:** Provided by Maryland's award winning Sotto Sopra
- **Event Marketing & Production:** The event will be designed and marketed by Extraordinary Events



WHO SHOULD ATTEND:

Nonprofit staff members, consultants, and volunteers – anyone involved in planning special events and meetings!

**SEE REVERSE FOR REGISTRATION FORM
ACT NOW!**

TRAINING REGISTRATION FORM

Register online at www.marylandnonprofits.org by Visa or MasterCard!

You may also complete this form and mail w/ check or money order to: Maryland Nonprofits

190 W. Ostend St, Ste 201, Baltimore, MD 21230

Or fax to: (877) 565-0942 (toll-free) or (410) 727-1914

Nonprofit Event Planning Exposition

February 23, 2009

Fee:

- \$25 for members by 2/13/09
- \$35 for nonmembers by 2/13/09

No registrations accepted 2/14-2/22/09

- \$45 for onsite registration 2/23/09
(payment required at the time of registration)

Payment Methods:

Check Credit Card Visa MasterCard

Card Number: _____

Exp. Date: _____

Name on Card: _____

Name: _____

Title: _____

Organization name (no acronyms):

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-mail: _____

PLEASE PRINT CLEARLY AND SUBMIT A SEPARATE FORM FOR EACH INDIVIDUAL REGISTRANT.

POLICIES

Inclement Weather: In the event of inclement weather, call (800) 273-6367 x26 and listen to the instructions.

Registration Policies: No vouchers will be accepted. No confirmations will be sent for faxed or mailed registrations. You will only be contacted if there is a cancellation or change. Individuals who miss the event without prior notification (see below) will be expected to pay for their registration in full. We do not sell or send materials to non-participants.

Cancellation: All cancellations must be made in writing and sent via toll-free fax: (877) 565-0942 or emailed to training@mdnonprofit.org by 10:30 a.m. on 2/19/09 to receive credit. We will reimburse any monies paid or if you are registered and unable to attend, you may wish to send a replacement participant. However, they MUST advise us that they are attending in your place; otherwise you could be charged twice.

Parking: Is not hosted by Maryland Nonprofits. The hotel has a parking garage and there are several other parking garages in the area.