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You might be thinking about starting your own events company, in which case, coming up with an event business plan should be your number-one priority. Either way, it's never too early to start building your portfolio, so make a record of every event you have been involved in organising to show prospective employees and clients.

The event planning industry is one that is not heavily reliant on start up equipment - your brain and a piece of paper are all you need to be organised, efficient, and reliable, the main characteristics an organiser should have.

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The very first step in planning your event is to establish a tangible goal and objectives. First, start by asking yourself: Why are you organizing this event, and what do you hope to achieve? If you know your organization's key goals before planning, you can ensure that every part of your event is optimized for success.

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In order to start your own event planning company, you'll need to gather up a team and ensure that you have strong contacts with different vendors. Also, make use of the many online event planning platforms such as GEVME to get started and establish a website to reach a wider audience.

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Planning parties might sound fun, but it takes more than booking a caterer and DJ to make a living at it. It also requires diplomacy, salesmanship, multitasking, and above all, a desire to help other people enjoy themselves. Party planner engagements can range from weddings and product launches to corporate seminars and awards dinners.

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