



Library Resources for COMM325: Event Planning

Class webpage

Linked from the Communication Subject Guide, off of Benner Library's homepage,
<http://library.olivet.edu/subject-guides/communication/comm325/index.php>

- **Article Reviews**
 - Search for articles by keyword in WileyOnline
 - See "Search Tips" online (or second handout!)
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- **Required Readings**
 - Must login for off campus/Wi-Fi access to any of these articles
 - First two articles for you to read are in library databases
 - Last two articles for you to read are in My.Olivet
- **Suggested Readings** (Code of Ethics and Mission for Event Planners Association, both are .pdfs hosted on the Library website)
- **3M Event**—choose from six physical books, on *course reserve* (four of these are also *eBooks* linked on the class page)

Tips for the ebooks

- **Scroll SLOWLY** through the book.
- If you go too fast, it will think you're doing something malicious and will prompt you with captchas to see if you are a person or a robot trying to steal the ebook content.
- **Use a WIRED connection** (not wifi). Such as in a campus lab, or with a red data cable in your apartment
- Consider meeting as a GROUP and looking at the book together.
- Use the Table of Contents or Index to skip to the section you want

- **Research paper**
 - **Suggested readings**
 - First one hosted on My.Olivet
 - Second two are simply .pdfs on the Library website
 - **Suggested databases** Use these to search for popular, trade, or scholarly articles.

Questions?

Reference Desk | 815-939-5355 | ONULibrary@olivet.edu

Prof. Jasmine Cieszynski | Instructional Services Librarian | jcieszyn@olivet.edu
Reference Desk: Tuesdays 9am-noon, plus some Thursday evenings & Friday shifts





Course Reserves: Books for 3M Project and course readings

[Confessions of an event planner : case studies from the real world of events : how to handle the unexpected and how to be a master of discretion / Judy Allen.](#)

[Destinations of a lifetime : 225 of the world's most amazing places / foreword by Dan Westergren, Director of Photography, National Geographic Traveler magazine.](#)

[Drives of a lifetime : 500 of the world's most spectacular trips / introduction by Keith Bellows.](#)

[Event planning : the ultimate guide to successful meetings, corporate events, fund-raising galas, conferences, conventions, incentives and other special events / Judy Allen.](#)

[Journeys of a lifetime : 500 of the world's greatest trips / introduction by Keith Bellows.](#)

[Preston Bailey's design for entertaining : inspiration for creating the party of your dreams / Preston Bailey with Marie Timell ; photographs by Roger Dong and Alex Kirkbride.](#)

[USA 101 : a guide to America's iconic places, events, and festivals / Gary McKechnie.](#)

[World's best cities : celebrating 220 great destinations / foreword by Annie Fitzsimmons, National Geographic Traveler magazine's "Urban Insider."](#)

[World's best travel experiences : 400 extraordinary places / foreword by Andrew McCarthy ; \[with recollections by Bill Bryson, Anna Quindlen, and more\].](#)

Tips for using Course Reserves:

1. These books can be checked out from the first-floor Circulation Desk
2. Loan period is 2 hours
3. Books must be used in the library.
4. Bring your Tiger Card in order to borrow a book.
5. Ask for the book by Professor's name (Yvonne Chalfant) and specific title
6. When you are done, return Reserve items to the wooden tray on top of the Circulation Desk—this way our staff will notice and check it in right away, so you're NOT fined overdue charges.

Group Study Options at Benner

- **Irene Clerico Learning Zone** (presentation TV)
- **Group Study Rooms** (3+ people; reserve at Circulation Desk)
- **Fishbowl** (first come, first-served, unless reserved for event/class)
- **Instruction Lab** (use our computers or bring your own)
- **Booth Computers** (1st-floor)