



# Crystal Lopez

*Field Experience:  
Fargo Air Museum*

*Position: Events Intern*

## Primary Responsibilities:

- Coordinate Events
- Create BEO's and event layouts
- Schedule meetings with clients
- Send out membership renewals
- Organize tour guide schedules

## Project: Special Events Best Practices

- Improve the way special events are booked, organized, and conducted

## Findings:

- The checklists used to organize events limited confusion
- Using Skedda, a booking program, helped with event bookings and avoided double-booking
- BEO's and event layouts were the most successful

## Three Key Lessons Learned:

- Always ask questions if you are unsure
- Your visions will not be the same as your clients
  - Communication leads to success

