

ASSESSMENT # 2**Total Marks: 30****1. Short Questions: (10)**

- i. How does the opening ceremony for an event differ from the rest of the event?
- ii. Why is it important to have a defined vision before planning a meeting?
- iii. List the main tasks that a wedding planner is required to perform.
- iv. Explain the importance of good security measures when planning an event.
- v. Outline the important factors that must be considered when planning a conference.

2. Outline the main sectors for event planning. Provide one example of an event from each sector. How do the planning requirements differ for different types of events? (10)**Case Study (10)**

Fiona and Jason have 15 weeks to plan their wedding. They have already booked the ceremony and reception venue and have now approached George, a professional wedding planner, to coordinate everything else. George wants to have a meeting with them to collect information about the participants, their budget, décor and refreshments, etc.

- a) List some questions that George will ask them during the meeting.
- b) List some of the tasks with which George can help them now.
- c) What benefits will they gain by hiring George to plan their wedding?