

Assessment 7

Total Marks: 30

Q.1 Short Questions:

18

(All questions are equal marks)

- i. When writing an event management plan which sort of information would you include in 'Event Details' section?
 - ii. Who is responsible to arrange for any type of insurance required for the event and what are the benefits if taken?
 - iii. Most of the public events involve variety of safety requirements posed by the local councils and other government departments. Which type of permits you may require to get in order to meet those requirements?
 - iv. What is the importance of conducting a pre-event briefing with the participants? Which sort of issues should be discussed in a pre-event briefing?
 - v. A well managed ticketing process is essential to conduct a safe and well organised event. How?
 - vi. Which type of a document is the site plan? And why it is said that a site plan is an essential tool in event planning and management?
- Q.2. What are the benefits of conducting de-briefing after the event? Which sort of information is gathered in this type of meeting? (6)
- Q.3. Produce an outline plan for an event of your choice which should include: (6)
- a) Purpose and type of the event
 - b) event partners
 - c) budget review
 - d) performers and participants
 - e) appropriate timelines
 - f) physical and human resource required
 - g) target audience
 - h) promotional activities