

Assessment 2

Total Marks: 30

1. Sort Questions:

(10)

- I. How is the opening ceremony for an event different from the rest of the event and why?
 - II. Why is it important to have defined a vision before planning a meeting?
 - III. List the main tasks which a wedding planner is required to perform.
 - IV. Explain the importance of good security measures when planning an event.
 - V. Outline the important factors which must be considered when planning a conference.
2. 'Wedding Planning and special party celebrations have something in common'. Discuss. (5)
3. Outline the main sectors for event planning. Provide one example of event which falls within each sector. How the planning requirements differ for different type of events? (5)

Case Study

Fiona and Jason have 15 weeks to plan their wedding. They have already booked the ceremony and reception venue and 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, refreshments, etc. (10)

- a) List some questions which George will ask them in the meeting?
- b) List some of the tasks in which George can help them now?
- c) Which benefits will they get by hiring George for planning their wedding?