

Assessment 8

Total Marks: 30

- Q.1. Short Questions: (10)
- i. Identify the key steps involved in human resource management for an event?
 - ii. As an event planner you require some volunteers for your event, how would you contact them or arrange for them?
 - iii. Which sort of information does a human resource plan contain?
 - iv. Mention some ways of rewarding the volunteers at the end of event, and why it is important to do so?
 - v. Describe the management structure for one of the following events:
 - a) A sports event
 - b) A community festival
- Q.2. Outline the roles and responsibilities of those managing the event. (6)
- Q.3. "The event manager must ensure that he has the right people with the right mix of skills at the right time, place and cost to meet the objectives of the event". Discuss. (6)

Activity (8)

You are to organise a community festival. Preparations are to be started 8 months in advance; the first step is to recruit volunteers which you have already done as a manager. Now you have to divide the tasks and organise the teams.

Based on the above case:

- a) List teams involved in the event
- b) Describe the function of each team involved in the event
- c) Explain the value of team work at events

