Assessment 5 **TOTAL MARKS: 30**

Q. 1. Give short answers for the following questions: (12)

i. Some events only need one budget while others may require several budgets. Why?

ii. Why it is important to monitor the budget regularly throughout the event? Which measures an Event planner should take to monitor the budget on on-going basis throughout the event?

iii. What is the importance of 'feasibility study' when making a budget for an event?

iv. It is important for an Event Planner that he stays within the approved budget and if he exceeds the agreed budget it may risk his company's profit. How?

Q.2. How can the following effect an event's budget and hence your company's profit? (9)

a) Fixed labour costs
b) Unreimbursed overtime
c) Unreimbursed supplies
d) Sub-rentals

Q.3. Keeping accurate time logs for the staff is vital to the success of the event, and it is also essential for staying within the budget. Discuss. (9)