



## Event Management (Short Course)

### ASSESSMENT

**Total Marks: 20**

**Answer the following questions:**

1. Explain the duties and responsibilities of an Event planner/coordinator 5
2. Outline the main tasks involved in event planning 5
3. What are the five Ws in Event Creation? and what is their importance, when planning an event? 5
4. Explain the importance of identifying other events in advance, which may directly compete with the one you are going to organise. 5