

ASSESSMENT # 2**Total Marks: 30**

- 1.** Why is it important to have defined a vision before planning a meeting? **10**
- 2.** List the main tasks which a wedding planner is required to perform. **10**

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?