



ASSESSMENT # 1

Total Marks: 30

Answer the following Questions:

1. Explain the duties and responsibilities of an Event planner/ coordinator. 7
2. Outline the main tasks involved in event planning. 5
3. What are the five W's in Event Creation and what is their importance when planning an event? 6
4. How should an event planner evaluate a venue to make sure that it best serves the event's requirements? 6
5. 'An event planner is a person with appropriate skills for making timely decisions.
'Discuss 6