

ASSESSMENT # 5

Total Marks: 30

1. Short Questions: (16)
 - i. Most public events involve a variety of safety requirements imposed by local councils and other government departments. What types of permits might you need in order to meet those requirements?
 - ii. What is the importance of conducting a pre-event briefing with the participants? What sort of issues should be discussed in a pre-event briefing?
 - iii. “A well-managed ticketing process is essential to conduct a safe and well-organized event.” How?
 - iv. What is a site plan? Why is a site plan considered an essential tool in event planning and management?
2. What are the benefits of conducting a debriefing after the event? What sort of information is gathered in this type of meeting? (8)
3. Produce an outline plan for an event of your choice which should include: (6)
 - a) Purpose and type of the event
 - b) Event partners
 - c) Budget review
 - d) Performers and participants
 - e) Appropriate timelines
 - f) Physical and human resource required
 - g) Target audience
 - h) Promotional activities