

### ASSESSMENT # 2

Total Marks: 30

1. Short Questions: (10)
- i. How is opening ceremony for an event different from rest of the event ?
  - ii. Why is it important to have a defined vision before planning a meeting?
  - iii. List the main tasks that a wedding planner is required to perform.
  - iv. Explain the importance of good security measures when planning an event.
  - v. Outline the important factors that must be considered when planning a conference.
2. Outline the main sectors for event planning. Provide one example for event that falls within each sector. How the planning requirements differ for different type of events? (10)

#### Case Study (10)

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, and refreshments, etc.

- a) List some questions that George will ask them during the meeting?
- b) List some of the tasks for which George can help them now?
- c) What benefits will they get by hiring George for planning their wedding?