

Steps in Planning the Event

ASSESSMENT # 5

Total Marks: 30

1. Give short answers for the following questions: (24)
- i. What is the importance of “feasibility study” when making a budget for an event?
 - ii. Describe the main factors that should be considered when selecting a venue.
 - iii. Outline the main safety considerations for catering operations.
 - iv. If the event is at a distance from the train station would some extra arrangements be required to facilitate the public and what those arrangements can be?
 - v. How the PA system and video screens can best be used to manage the crowd?

Activity (6)

Experiment with ‘brain - storming process,’ by gathering a group of friends (up to eight) from your local community. Explain to them that you would like to work for a creation of a concept for a festival that would attract a wide-cross section of the local community.

Produce a report based on the above activity explaining:

- a) How was your experience?
- b) What ideas were discussed?
- c) Which themes/ideas were finally selected and why?