Introduction to Careers in Hospitality and Tourism

Unit 8 – Meeting and Event Planning

**Formative Assessment - Key**

**Formative Assessment - Event Planning Quiz Teacher’s Key**

1. Please describe at least three of the characteristics required of an event planner. (3 points.)

Must be organized, computer-savvy, flexible with their time, enthusiastic, patient, and be able to multi-task.

2. What are the primary challenges that an event planner faces. (4 points.)

Time, Finance, Technology, and Human Resources

3. Of the eleven required skills of an event planner, please list five of the required skills and abilities the event planner must possess in order to be successful. (5 points.)

Leadership skills, a good communicator, are able to delegate, have project management skills, be a negotiator, coordinator, manage money and budget, be able to multi-task, enthusiasm, have effective social skills, and make those connections through the art of networking.

4. Identify the six classifications of special events. (6 points.)

1. Corporate Events
2. Association Events
3. Charity Balls and Fundraisers
4. Social Functions
5. Fairs and Festivals
6. Concerts and Sporting Events