Introduction to Careers in Hospitality and Tourism

Unit 8 – Meeting and Event Planning

**Formative Assessment**

**Formative Assessment - Event Planning Quiz**

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

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

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.)

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