

INTRODUCTION TO EVENT PLANNING

- 1) Successful event planners _____.
 - A) offer standardized services
 - B) exceed customer expectations
 - C) offer limited options to avoid confusion
 - D) meet customer expectations

- 2) Something of value that must be exchanged in order to have a valid legal agreement.
 - A) genuine agreement
 - B) capacity
 - C) consideration
 - D) mutual assent

- 3) Before hiring a vendor, you should obtain _____ to avoid liability expenses.
 - A) the description of costs and payment terms
 - B) their tax forms
 - C) the complete description of their service
 - D) proof of insurance, bonding, and other risk-management practices

- 4) When an event planner creates a budget for an upcoming event they should _____.
 - A) over promise and under perform
 - B) slightly over-estimate expenses
 - C) under-estimate expenses to get the business
 - D) use the most conservative amounts for expenses

- 5) Pandemic _____ relies on nonpharmaceutical interventions such as hand hygiene, travel restrictions, school closures, and social distancing.
 - A) mitigation
 - B) allocation
 - C) management
 - D) security

- 6) Buying insurance represents risk _____.
 - A) elimination
 - B) assumption
 - C) management
 - D) avoidance

- 7) Temporary food establishments operated in conjunction with a fair, festival, or community event are generally limited to _____ consecutive days of operation.
- A) 7
 - B) 30
 - C) 3
 - D) 14
- 8) This technique can help to reduce overtime by allowing staff to work at times convenient for them.
- A) training plans
 - B) developmental allocation
 - C) flexible work schedules
 - D) freelancing strategy
- 9) Workplace stress can be heightened when _____.
- A) no timeframe is set
 - B) boundaries are established
 - C) time is allowed for employee recharge
 - D) wellness activities are encouraged
- 10) An item-by-item sequence of events that will happen within an event.
- A) run of show
 - B) shot-lest
 - C) showdown
 - D) blockade
- 11) Cities are more likely to host large conventions when they have _____.
- A) enough hotel rooms near the convention center
 - B) predominantly limited-service hotels that cost less
 - C) a large vibrant population
 - D) predominantly high-priced luxury hotels

- 12) A private room where event VIP's or speakers can relax or meet with individual guests.
- A) blue room
 - B) red room
 - C) green room
 - D) orange room
- 13) The wedding cake for 150 guests cost \$4,200. What was the cost per guest?
- A) \$35
 - B) \$30
 - C) \$25
 - D) \$28
- 14) Event planners who _____ make the best salaries.
- A) work in specialized industries
 - B) plan weddings
 - C) work for nonprofit organizations
 - D) specialize in fund raising
- 15) Vendors at a conference can _____.
- A) determine when to tear down their booth
 - B) tear down their booth when the conference ends, or as agreed upon
 - C) tear down their booth when foot traffic of event participants has diminished
 - D) tear down their booth at will

- 1) B
- 2) C
- 3) D
- 4) B
- 5) A
- 6) C
- 7) D
- 8) C
- 9) A
- 10) A
- 11) A
- 12) C
- 13) D
- 14) A
- 15) B