|  |  |
| --- | --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Event Planning

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1  A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | C |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | T |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | I |  |  | 2  R |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | O |  |  | E |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | N |  |  | S |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | A |  |  | O |  | 3  E |  |  |  |  |  |  |  |  |  |
|  |  |  | 4  R | I | S | K | A | S | S | E | S | S | M | E | N | T |  | U |  | V |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | D |  |  | R |  | E |  |  | 5  I |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | A |  |  | C |  | N |  |  | N |  |  |  |  |  |  |
|  |  |  |  |  |  |  | 6  T | I | M | E | M | A | N | A | G | E | M | E | N | T |  |  | I |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | E |  |  | S |  | E |  |  | T |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | 7  E | V | E | N | T | P | L | A | N |  |  | I |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | D |  |  | I |  | Q |  |  | A |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | 8  W | O | R | K | P | L | A | N |  | S |  | U |  |  | L |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | M |  |  | T |  | I |  |  | M |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | 9  B | U | D | G | E | T |  |  |  | R |  |  | E |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | E |  |  |  |  | Y |  |  | E |  |  |  |  |  |  |
|  |  |  |  |  | 10  D | E | B | R | I | E | F | M | E | E | T | I | N | G |  | F |  |  | T |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | I |  |  |  |  | O |  |  | I |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | 11  E | V | E | N | T | C | O | O | R | D | I | N | A | T | O | R |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | G |  |  |  |  | M |  |  | G |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Across**  **4.** What document covers health & safety?  **6.** What must you be good at when working as an Event Planner?  **7.** In what document would you allocate different tasks to different members of the team?  **8.** What is another name for a Event Plan?  **9.** Where do you calculate costings for an Event?  **10.** What do you call the meeting that you hold after an event?  **11.** What is another name for an Event Planner? | **Down**  **1.** Before planning an Event what must you have with your team members?  **2.** In what would you put all the items you require for an event?  **3.** What document is used when communicating for the first time with a client?  **5.** What is the first meeting called you hold with your client? |