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Event Planning

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| **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?  |