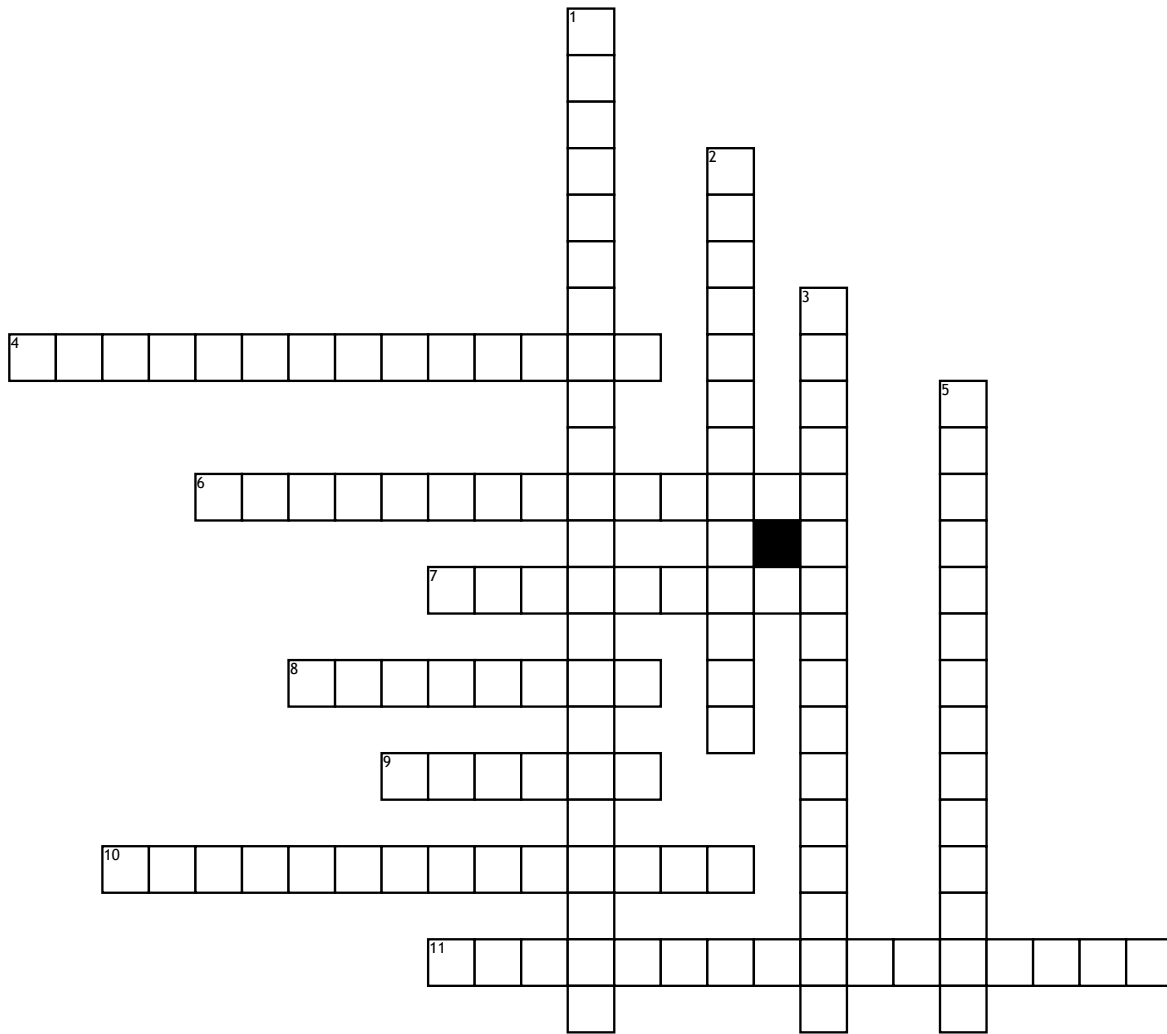


Name: _____

Date: _____

Event Planning



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?