

DO NOT WRITE ON TEST



**Meeting And Event Planning
Concepts**

**~OPEN EVENT~
(590)**

REGIONAL 2025

CONCEPT KNOWLEDGE:

Multiple Choice (50 @ 2 points each) _____ (100 points)

Test Time: 60 minutes

Directions: Identify the letter of the choice that *best* completes the statement or answers the question.

1. During the weekly team meeting, you are tasked to take minutes. What is essential to record?
 - A. Everything said by each participant
 - B. Main ideas, action items, and issues
 - C. Only people's opinions
 - D. Only voted information
2. Your company is organizing a panel discussion. A boardroom-style setup would be the most suitable.
 - A. TRUE
 - B. FALSE
3. You notice a colleague is hard to understand over the phone. What aspect should they improve?
 - A. Pronunciation
 - B. Tone
 - C. Enunciation
 - D. Pitch
4. You are booking a venue for a conference. You should assume free Wi-Fi is included.
 - A. TRUE
 - B. FALSE
5. What color room is typically used as a waiting area for speakers before their presentation?
 - A. Orange
 - B. Green
 - C. Red
 - D. Yellow
6. What term describes the minimum number of hotel rooms to book to avoid fees?
 - A. Attrition
 - B. Booking limit
 - C. Reservation
 - D. Gratuities
7. What term describes the layout used for planning an exhibition space?
 - A. Backup plan
 - B. Floor plan
 - C. Activities plan
 - D. Allotment

8. Where is the best location to place a banner at an event for maximum visibility?
 - A. In a secluded corner
 - B. Behind the stage
 - C. Near high-traffic areas
 - D. Underneath event tables
9. What term is used for free giveaways at an event?
 - A. Expensive
 - B. Treasures
 - C. Swag
 - D. Required
10. Struggling to find a speaker, what can you create to solicit applications?
 - A. CFP
 - B. RFP
 - C. SME
 - D. EMC
11. What type of transportation moves attendees from the airport to the event site?
 - A. Guaranteed
 - B. Air
 - C. VIP
 - D. Ground
12. What term refers to contract clauses excusing parties due to unavoidable events?
 - A. Indemnification
 - B. Force majeure
 - C. A manageable occurrence
 - D. Foreseeable circumstance
13. Displaying promptness and preparedness for a meeting shows you are _____.
 - A. belated
 - B. punctual
 - C. procrastinating
 - D. dilatory
14. What is a small wireless microphone for speakers called?
 - A. Lectern mic
 - B. Boom mic
 - C. Lavatory mic
 - D. Lavalier mic

15. What type of event combines both in-person and virtual participation?
- A. Hybrid
 - B. F2F
 - C. Virtual
 - D. On-demand
16. A person paying attention to detail in their work is considered to be _____.
- A. dishonest
 - B. incompetent
 - C. subterfuge
 - D. professional
17. When planning an event, it is important not to _____ a group.
- A. question
 - B. interview
 - C. stereotype
 - D. counterstereotype
18. How can you collect feedback about each session's effectiveness?
- A. Registration form
 - B. Evaluation form
 - C. Breakdown form
 - D. Report form
19. To keep planning meetings focused, what is useful to have?
- A. Floorplan
 - B. Backup plan
 - C. Copy of the minutes
 - D. Agenda
20. What are facial expressions and gestures examples of?
- A. Essential communication
 - B. Nonverbal communication
 - C. Verbal communication
 - D. Inappropriate communication
21. During which season might prices for event services be lower?
- A. Low season
 - B. Open season
 - C. High season
 - D. Discount season

22. What must be done to checks received during an event before depositing?
- A. Endorsed
 - B. Countersigned
 - C. Signed on the front
 - D. Not signed
23. What is the standard paper size for newsletters?
- A. 5 by 7 inches
 - B. 8.5 by 11 inches
 - C. 11 by 17 inches
 - D. 5 by 11 inches
24. When planning an event, why check the calendar for potential conflicts?
- A. Holidays
 - B. Vacations
 - C. Birthdays
 - D. Workdays
25. When choosing a keynote speaker, what is a primary factor to consider?
- A. Popularity of their social media
 - B. The relevance of their expertise to the event theme
 - C. Their fee alone
 - D. Number of previous engagements
26. If you need to clarify a complex point during a meeting, you should?
- A. Use technical jargon
 - B. Ask open-ended questions
 - C. Provide a detailed presentation
 - D. Utilize simple examples
27. When selecting a caterer for an event, what should be the primary consideration?
- A. The caterer's location
 - B. Menu diversity and dietary accommodations
 - C. The chef's personal preferences
 - D. The color of the uniforms
28. For a panel discussion, what is a crucial element for the moderator to focus on?
- A. The moderator's own opinions
 - B. Ensuring equal speaking time
 - C. Highlighting the most famous panelist
 - D. Taking notes for the audience

29. How should a project manager handle a team member who consistently misses deadlines?
- A. Assign them more work to improve efficiency
 - B. Discuss and address any obstacles they are facing
 - C. Ignore the issue as it may resolve itself
 - D. Give them only easy tasks
30. When preparing a budget report, what is a key element to include?
- A. A list of team members' favorite foods
 - B. A detailed analysis of variances
 - C. The brand of calculators used
 - D. Only the largest expenses
31. What is an important step when writing a request for sponsorship?
- A. Using complex language to impress
 - B. Clearly outlining the benefits to the sponsor
 - C. Making the document as lengthy as possible
 - D. Choosing an attractive font
32. What should be the main focus when proofreading event materials?
- A. The type of paper used
 - B. Spelling and grammar accuracy
 - C. The number of pages
 - D. The watermark on the paper
33. For an event's press release, what is essential?
- A. The paper quality it's printed on
 - B. A clear and compelling headline
 - C. The number of adjectives used
 - D. The release being exactly one page
34. What is a primary concern when acquiring staff and volunteers for an event?
- A. Their clothing style
 - B. Their availability and skills match
 - C. The number of previous events attended
 - D. Their preference for event themes
35. What is a crucial administrative task prior to the event start?
- A. Preparing a playlist
 - B. Finalizing the event script and run sheet
 - C. Selecting party favors
 - D. Designing the tickets

36. When booking performers, what should be considered to enhance the event experience?
- A. The performer's costume design
 - B. Their technical requirements and stage setup
 - C. The performer's personal preferences
 - D. Choosing only famous performers
37. How do you manage dietary restrictions and allergies in food and beverage services?
- A. By ignoring uncommon requests
 - B. With a one-size-fits-all menu
 - C. Offering a diverse and labeled menu
 - D. Serving only vegan options
38. Which administrative task is paramount days before the event?
- A. Confirming the attendance of VIPs
 - B. Printing badges and materials
 - C. Choosing the background music
 - D. Finalizing the seating chart
39. Training staff and volunteers should focus on what key area?
- A. The event's history
 - B. Their specific roles and responsibilities
 - C. The dress code
 - D. The event's social media plan
40. In coordinating food and beverage, what factor is as important as the menu?
- A. The brand of beverages served
 - B. The speed and quality of service
 - C. The uniform of the catering staff
 - D. The music played during meals
41. When conducting a SWOT analysis for an event, which element should be considered an internal factor?
- A. Economic trends
 - B. Competitor events
 - C. Organizational resources
 - D. Weather conditions
42. If the budget for an event is \$50,000 and the catering is estimated to be 30% of the total budget, how much is allocated for catering?
- A. \$15,000
 - B. \$10,000
 - C. \$20,000
 - D. \$25,000

43. After an event, it was found that only \$28,000 of the \$30,000 allocated to entertainment was spent. What percentage of the entertainment budget was utilized?
- A. 93.30%
 - B. 90%
 - C. 94%
 - D. 96.60%
44. A seminar has a fixed cost of \$10,000 and expects 150 participants. If each participant is charged \$120, how much total profit will be made?
- A. \$10,000
 - B. \$8,000
 - C. \$18,000
 - D. \$6,000
45. If a sponsorship deal includes providing 10 VIP tickets worth \$200 each, what is the value of the tickets in the sponsorship package?
- A. \$2,000
 - B. \$2,500
 - C. \$1,500
 - D. \$1,800
46. A venue charges a flat rate of \$1,500 plus \$30 per attendee. For 100 attendees, what is the total venue cost?
- A. \$3,000
 - B. \$3,500
 - C. \$2,000
 - D. \$4,500
47. For a 300-person event, if the budget for entertainment is \$9,000, what is the allocation per person?
- A. \$30
 - B. \$25
 - C. \$20
 - D. \$35
48. For a tech conference, you want to give away high-quality headphones. If your swag budget is \$2,500 and each set of headphones costs \$50, how many can you order?
- A. 40
 - B. 50
 - C. 60
 - D. 70

49. For a seminar, you are estimating printing costs. If you allocate \$5 per attendee for materials and expect 300 attendees, how much should you budget for printing?
- A. \$1,500
 - B. \$1,200
 - C. \$1,800
 - D. \$1,000
50. When planning a trade show, if the rental of exhibition stands is \$200 per stand and you have \$20,000, how many stands can you rent?
- A. 100
 - B. 90
 - C. 80
 - D. 120