

DO NOT WRITE ON TEST



**MEETING AND EVENT
PLANNING CONCEPTS**

~OPEN EVENT~

(590)

REGIONAL 2026

CONCEPT KNOWLEDGE:

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

Test Time: 60 minutes

GENERAL GUIDELINES.

Failure to follow any of these rules may result in disqualification:

1. **Submission Requirements:** Contestants must submit this test booklet along with any printouts.
2. **Permitted Items:** Only the equipment, supplies, and materials specified for this event are allowed in the testing area. Previous BPA tests and sample tests (whether handwritten, photocopied, or typed) are not permitted.
3. **Electronic Devices:** Electronic devices will be monitored according to ACT standards.

MULTIPLE CHOICE

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

1. When planning an event, it is important not to _____ a group.
 - A. question
 - B. interview
 - C. stereotype
 - D. counterstereotype
2. At the end of a press release, what indicates the conclusion?
 - A. The End
 - B. ***
 - C. ###
 - D. ~~~
3. 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
4. When planning an event, which of the following should be considered for potential conflicts?
 - A. Holidays
 - B. Vacations
 - C. Birthdays
 - D. Workdays
5. What is a primary factor when choosing a keynote speaker?
 - 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
6. What is an important consideration when selecting a venue for an expo?
 - A. Nearby entertainment options
 - B. The color scheme of the venue
 - C. The loading dock access for vendors
 - D. Proximity to the CEO's house
7. When developing a risk management plan, what is a main factor to consider?
 - A. Potential color scheme clashes
 - B. Identification of potential risks
 - C. The personal preferences of the CEO
 - D. The type of notepads used

8. Which internal control helps prevent theft in handling cash transactions?
 - A. Single person handles all cash
 - B. No documentation required for small amounts
 - C. Dual custody (two people present)
 - D. Cash kept unsecured until deposit
9. How should sensitive topics be approached in a discussion panel?
 - A. With humor to lighten the mood
 - B. Through prepared and thoughtful questions
 - C. By avoiding them completely
 - D. By having the audience vote on each topic
10. What is important when arranging meal options for a conference?
 - A. Dietary restrictions and variety
 - B. The chef's award history
 - C. The color of the tablecloths
 - D. The shape of the plates
11. In creating a volunteer training manual, what is key?
 - A. Making it as thick as possible
 - B. Clear instructions and expectations
 - C. The number of graphics used
 - D. The profile pictures of the trainers
12. When determining the success of a training session, what should be assessed?
 - A. The brand of training materials
 - B. The number of breaks given
 - C. The color of the trainer's outfit
 - D. Participant understanding and application
13. In streamlining check-in at an event, what is a significant factor?
 - A. The font size on name badges
 - B. The color of the lanyards
 - C. Speed and organization
 - D. The height of the registration desk
14. When leading a cross-functional team, what is key to success?
 - A. The team's dress code
 - B. The hierarchy of the team members
 - C. The type of coffee provided
 - D. Effective communication and collaboration

15. What should be prioritized when planning a charity auction?
 - A. The number of auction items
 - B. The clarity of the bidding process
 - C. The theme of the auction
 - D. The celebrities invited
16. What is the first step in planning a meeting or event project?
 - A. Defining the scope and objectives
 - B. Choosing a theme
 - C. Booking entertainment
 - D. Selecting a menu
17. When managing monetary transactions, what is crucial for accountability?
 - A. Using cash only for simplicity
 - B. Solely using electronic payments
 - C. Limiting transactions to a single currency
 - D. Detailed tracking and reporting
18. Which task is essential for effective event administration?
 - A. Having frequent breaks
 - B. Maintaining comprehensive records
 - C. Decorations
 - D. Relying on memory for schedules
19. Which of the following is considered a fixed cost for an event?
 - A. Catering per-head charge
 - B. On-site parking vouchers
 - C. Volunteer meal stipends
 - D. Venue rental fee
20. What is the key to creating a compelling event design?
 - A. Following the latest trends
 - B. Understanding the audience's profile
 - C. Copying previous successful events
 - D. Choosing the brightest colors
21. When selecting speakers and performers, what is of utmost importance?
 - A. Their social media following
 - B. Their fee
 - C. The relevance of their content to event goals
 - D. Their hairstyle

22. A “pre-order” campaign for event merchandise helps to _____.
A. increase last-minute design changes
B. delay production until after the event
C. reduce inventory risk and improve cash flow
D. eliminate the need for online sales
23. For successful project management, what must be regularly reviewed and adjusted?
A. The music playlist
B. Event timelines and milestones
C. The guest list
D. The theme decorations
24. How do you ensure effective monetary transaction management at an event?
A. Implementing a secure and auditable payment system
B. Assigning one person to handle all finances
C. Offering discounts to all attendees
D. Using a complex reimbursement system
25. What strategy is effective for recruiting volunteers for an event?
A. Advertising widely and interviewing candidates
B. Offering high wages
C. Relying on walk-in volunteers
D. Using only family and friends
26. When forecasting merchandise quantities for an event, the most reliable data point is _____.
A. last year’s attendance and sales rate
B. vendor’s recommended order minimum
C. number of staff working the merchandise table
D. cost per item
27. What principle should guide the meeting or event design process?
A. Personal preferences of the designer
B. The most expensive materials
C. The objective of the event
D. The latest technology gadgets
28. When reconciling the event cash box at the end of the day, you should first _____.
A. deposit funds to the bank
B. count cash on hand
C. compare to last day’s balance
D. issue refunds

29. How do you align food and beverage services with the event theme?
- A. By serving fast food
 - B. Through careful menu planning and presentation
 - C. Choosing only the chef's specials
 - D. Limiting options to two dishes
30. In project management, how do you handle changes in project scope?
- A. By refusing to adapt
 - B. Ignoring them
 - C. By changing the event date
 - D. Through careful documentation and approval processes
31. What is the fundamental aspect of managing the event budget?
- A. Regularly updating financial forecasts and actuals
 - B. Spending the budget as quickly as possible
 - C. Estimating costs after the event
 - D. Focusing on the most expensive items
32. What's a crucial factor in selecting a venue that aligns with the event's success?
- A. Venue popularity
 - B. Venue color scheme
 - C. Proximity to public transport
 - D. Cost-effectiveness and suitability
33. How should changes to the event project plan be communicated to stakeholders?
- A. Via social media announcements
 - B. Through formal update meetings
 - C. In an informal group chat
 - D. Only at the event
34. When forecasting for event finances, what is critical to include?
- A. A precise guest count
 - B. A marketing fund
 - C. Economic trends
 - D. Contingencies for unforeseen expenses
35. In event design, how can the impact of the event theme be maximized?
- A. By using vibrant colors
 - B. Through cohesive and immersive experiences
 - C. With extravagant decorations
 - D. Focusing solely on entertainment

36. What is an essential step in initiating an event project?
- A. Creating a hashtag for the event
 - B. Establishing a clear project charter
 - C. Selecting a color palette
 - D. Choosing a trendy theme
37. When recruiting staff for an event, what is the primary consideration?
- A. The staff's prior experience and references
 - B. The staff's ability to work long hours
 - C. The cost of hiring the staff
 - D. The staff's attire
38. What is the most critical aspect when selecting speakers?
- A. Ensuring they have social media influence
 - B. Their availability on any date
 - C. Their ability to connect with the audience
 - D. The technology they use in presentations
39. Which administrative task supports effective decision-making?
- A. Distributing colorful flyers
 - B. Compiling and reviewing meeting minutes
 - C. Organizing a daily team lunch
 - D. Decorating the event office
40. To maximize on-site merchandise sales, you should ____.
- A. price items above market rate to increase perceived value
 - B. place the merchandise booth in a low-traffic back corner
 - C. offer bundle discounts and accept multiple payment methods
 - D. limit payment options to cash only
41. Training for staff and volunteers should always include what?
- A. How to use social media
 - B. Knowledge of emergency procedures
 - C. The history of the event
 - D. Information about the competitors
42. During the RFP process for venue selection, what criteria is essential for decision-making?
- A. Venue aesthetics
 - B. Bid compliance with technical specifications
 - C. Proximity to the planner's office
 - D. The popularity of the venue

43. To optimize the Critical Path Method (CPM) for event planning, what must be determined?
- A. The least important tasks
 - B. Float times for non-critical tasks
 - C. The longest sequence of dependent tasks
 - D. The color scheme for Gantt charts
44. When reviewing an event's income statement, what can be determined?
- A. Accounts to be collected
 - B. Total expenses paid
 - C. Cash on hand
 - D. Bank loans to be paid
45. What's a primary consideration when conducting a cost-benefit analysis for event technology?
- A. The brand of technology
 - B. User interface design
 - C. ROI based on improved attendee experience
 - D. The color palette of the software
46. When preparing a break-even analysis for an event, what must be calculated?
- A. Variable costs per attendee
 - B. Fixed costs of entertainment
 - C. The color theme of the event
 - D. Social media advertising expenses
47. To ensure fiduciary responsibility, what practice should be implemented in managing event finances?
- A. Sole access to accounts by the CFO
 - B. A single signature for all checks
 - C. Cash payments to vendors
 - D. Segregation of duties in transaction handling
48. What is a key element in designing a Service Level Agreement (SLA) with a vendor?
- A. The vendor's branding
 - B. Response times and issue resolution metrics
 - C. Aesthetic compatibility
 - D. Personal relationships
49. In the DMAIC cycle for event process improvement, what does the 'M' stand for?
- A. Management
 - B. Maximization
 - C. Marketing
 - D. Measurement

50. In risk management, how is the 'severity' of a risk determined?
- A. By the number of attendees affected
 - B. By multiplying its likelihood by impact
 - C. By its visibility to stakeholders
 - D. By the cost to mitigate the risk