

DO NOT WRITE ON TEST



**MEETING AND EVENT
PLANNING CONCEPTS**

~OPEN EVENT~

(590)

REGIONAL 2023

TOTAL POINTS

_____ **100 Points**

Test Time: 60 minutes

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

1. One of the first things to do in a meeting is _____.
 - A. adjourn the meeting
 - B. receive committee updates
 - C. approve previous meeting minutes
 - D. call for new business
2. The banquet style set up at an event will feature _____.
 - A. every chair facing the presenter
 - B. all participants seated closely to each other in a row to maximize seating
 - C. round tables with participants facing each other
 - D. rows of square tables with participants facing the presenter
3. During an event, money brought in from vendors or attendees is considered revenue.
 - A. True
 - B. False
4. When food and beverages are brought into an event venue, this is called _____.
 - A. force majeure
 - B. catering
 - C. an amenity
 - D. consideration
5. Using social media is NOT a good way to promote an event.
 - A. True
 - B. False
6. Individuals who assist with an event at no charge are called _____.
 - A. limited-term employees
 - B. freelance employees
 - C. volunteers
 - D. independent contractors
7. A headline speaker for an event is called a _____.
 - A. coordinator
 - B. force majeure
 - C. dynamo
 - D. keynote
8. An event coordinator should have a contract for each speaker or presenter.
 - A. True
 - B. False

9. In order to manage the finances of an event, an event planner should plan a(n) _____.
A. agenda
B. budget
C. planner
D. schedule
10. The person who transitions from one session or speaker to another during an event is called the _____.
A. keynote
B. attendee
C. facilitator
D. participant
11. When you are first beginning the steps to creating an event you must have a clear understanding of the _____ of the event.
A. purpose
B. date
C. keynote
D. special requests
12. Cash management is the process of managing cash inflows and outflows.
A. True
B. False
13. When you have a variety of event merchandise on hand, it is important to have an accurate _____ so you know how much you have and how much it is worth.
A. order
B. toll
C. security
D. inventory
14. _____ can be a successful, cost efficient, and effective way to promote events.
A. Telephone calls
B. Email
C. Spoofing
D. Only one type of social media platform
15. Printed letters sent via U.S. mail are not used in business anymore.
A. True
B. False

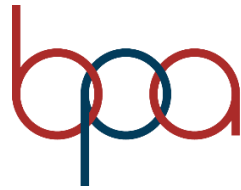
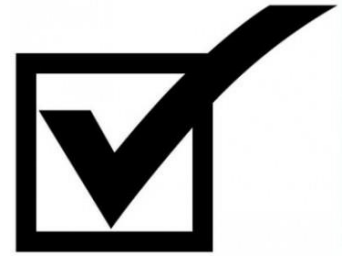
16. When hiring employees for an event, it is important to understand the duties, requirements, and skills of the positions needed.
- A. True
 - B. False
17. When planning a meeting or event you should begin with the _____ in mind.
- A. location
 - B. CEO
 - C. profit
 - D. end
18. Treating your managers, colleagues, and clients with respect is a good way to demonstrate professional behavior.
- A. True
 - B. False
19. When planning an event budget, the meeting room rental cost is a _____ cost.
- A. single-variable
 - B. fixed
 - C. non-essential
 - D. multi-variable
20. _____ sessions should be held to onboard staff and volunteers.
- A. Post-event
 - B. Lunch
 - C. Optional
 - D. Orientation
21. It is important to answer email messages _____.
- A. promptly
 - B. leisurely
 - C. within 30 days
 - D. within 10 business days
22. When considering food options for an event, you should consider different types of food _____ for the health and safety of attendees.
- A. flavors
 - B. allergies
 - C. preferences
 - D. costs

23. When beginning the planning stages for an event, the event coordinator will want to determine the _____ of the event before creating marketing materials.
- A. post-event survey
 - B. next year's date
 - C. theme
 - D. the total cost of the event merchandise
24. Having proper _____ techniques can help you keep records and files organized.
- A. spelling
 - B. filing
 - C. counting
 - D. consultation
25. Having an up-to-date website is an important component of an event.
- A. True
 - B. False
26. When you are considering how attendees will move through an exhibition or venue, this is consideration of _____.
- A. planning
 - B. traffic flow
 - C. seating chart
 - D. force majeure
27. _____ sessions are sessions which are scheduled to take place at the same time during an event.
- A. Stationary
 - B. Venue
 - C. Occurrent
 - D. Concurrent
28. Clear signage in strategically identified locations is a critical component to an event.
- A. True
 - B. False
29. To be _____ is a way to demonstrate to your co-workers that you are reliable and value their time.
- A. tardy
 - B. punctual
 - C. terse
 - D. dilatory

30. Event centers will always provide professional security services as part of the contract.
- A. True
 - B. False
31. When working with a contract with a vendor, there might be some items which are _____, meaning they are necessary and required in the contract.
- A. negotiable
 - B. recommended
 - C. non-negotiable
 - D. non-mandatory
32. Some organizations do not pay tax on certain income or transactions. This is because they are considered to be _____.
- A. lucky
 - B. tax-exempt
 - C. tax-free
 - D. S corporations
33. It is important to have a _____ for an event speaker on stage or near the podium they will be speaking from to be available during their presentation.
- A. meal
 - B. glass of water
 - C. snack
 - D. gift basket
34. When creating written business communication, the writer should use the “_____” in most communications.
- A. stationary voice
 - B. neutral voice
 - C. passive voice
 - D. active voice
35. At an event, if the organizer sells merchandise related to the event, they will find it to be an added expense with no extra revenue.
- A. True
 - B. False
36. When determining event layout, you will want to be sure it is accessible for all attendees.
- A. True
 - B. False

37. If a person is trying to demonstrate that they are acting _____, they might understand and follow company rules and regulations.
- A. with knavery
 - B. with dominance
 - C. with ethics
 - D. with impropriety
38. Another word for the event location is called a _____.
- A. timeline
 - B. layout
 - C. perimeter
 - D. venue
39. Establishing expectations of staff and volunteers will help reduce miscommunication during the event.
- A. True
 - B. False
40. To keep planning meetings on track, businesses often use _____ for parliamentary procedure.
- A. Paul's Parliamentary Guide
 - B. Meeting Mastery Guide
 - C. Ryan's Rule Book
 - D. Robert's Rules of Order
41. A self-served food service option is called _____.
- A. plated
 - B. family
 - C. buffet
 - D. pre-ordered
42. When creating the final reports, it is important to have the budget _____.
- A. balance
 - B. fall below the break-even point
 - C. far above the break-even point
 - D. have minor discrepancies
43. In the event you are not able to hold a previously scheduled event, the contract would need to specifically identify _____.
- A. payment information
 - B. cancellation terms
 - C. food choices
 - D. capacity limits

44. In all contracts there will be a minimum charge for food and beverages.
- A. True
 - B. False
45. Another term for ending a meeting is called ____.
- A. adjourning
 - B. abstaining
 - C. call to order
 - D. point of order
46. It is important to have committee members who can accomplish tasks effectively so the event leader can ____ tasks to others.
- A. micromanage
 - B. not share
 - C. delegate
 - D. oversee
47. A post-event survey often will not provide actionable items.
- A. True
 - B. False
48. A funeral should be considered an event and be planned as one.
- A. True
 - B. False
49. When you collect information about the attendees during event registration you are most often collecting ____ data.
- A. psychographic
 - B. demographic
 - C. behavioral
 - D. geographic
50. When you are considering a location for an event, it is important to consider if it is ____ compliant.
- A. ABC
 - B. PCC
 - C. ADA
 - D. FDA



**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential

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Test Time: 60 minutes

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REGIONAL KEY 2023

Page 2 of 2

1. C	26. B
2. C	27. D
3. A	28. A
4. B	29. B
5. B	30. B
6. C	31. C
7. D	32. B
8. A	33. B
9. B	34. D
10. C	35. B
11. A	36. A
12. A	37. C
13. D	38. D
14. B	39. A
15. B	40. D
16. A	41. C
17. D	42. A
18. A	43. B
19. B	44. B
20. D	45. A
21. A	46. C
22. B	47. B
23. C	48. A
24. B	49. B
25. A	50. C