



Roll No. 

--	--	--	--	--	--	--	--	--	--

Total No. of Pages : 02

Total No. of Questions : 18

**B.Voc.(TTM) (2019 batch) (Sem.-2)**  
**MEETING CONFERENCE & EVENT PLANNER**  
Subject Code : BVTMM-202-19  
M.Code : 77504

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTIONS TO CANDIDATES :**

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B contains FIVE questions carrying FIVE marks each and students have to attempt any FOUR questions.
3. SECTION-C contains THREE questions carrying TEN marks each and students have to attempt any TWO questions.

**SECTION-A**

**Answer briefly :**

- Q1. State any two skills required for an event planner for a sporting event.
- Q2. Explain the term rough estimate to customers for an event.
- Q3. Mention any two factors for identification of location for conference.
- Q4. Define the term feasibility study.
- Q5. Mention two reasons for creation of an event team.
- Q6. State two reasons for maintaining a detailed list of accounts to be submitted at the end to the customer.
- Q7. Define the concept of "Event Sponsorship".
- Q8. Mention any four allied services requires for an event.
- Q9. Explain the concept of stage set-up for a business meeting.
- Q10. State any two benefits of insurance planning of a big event.



**SECTION-B**

- Q11. How should you create a draft budget and estimating the costs for a leisure event? Explain.
- Q12. Explain the factors helps in understanding the needs of the customer in relation to identifying the target market.
- Q13. Discuss the importance of communication among the event team and colleagues during a conduct of an event.
- Q14. Draft a report after the conduct of an event to be submitted to the client.
- Q15. Discuss the process of identifying the guest for an event and sending invitation for same.

**SECTION-C**

- Q16. What is the need of innovative and creative ways of planning the event for a customer and modified customer requirements? Explain.
- Q17. Describe the factors which help in identify the purpose as well as location for conducting of a meetings and conferences.
- Q18. Explain the types of allied services requires for conducting a personal and private event for the gathering of 1200 guest.

**NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.**

