

Exercise 1

Tasks of the Event Director

List the top 10 tasks an Event Director will need to undertake as they begin to develop an event management plan.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Once you have listed the top 10 tasks of an Event Director, number each task from 1 to 10 in priority order.