

**Event Planning Activity**



# Case

You just received an email informing you it's your turn to host the holiday party.

Normally, the planning is done by October, but it's November 19<sup>th</sup>. The email provided these general instructions

- You have a \$4,000 budget for the estimated 75 employees
- The location should be accessible to the employees - no more than 1-hour commute time
- Directors want to present team awards - no more than 30-minutes
- To be held one evening, on a weekday

The office still talks about last year's and you really want to knock it out the park!

# Problem

Today is November 24<sup>th</sup> and it's crunch time!

When you came into work today you found an email informing you that the CEO arranged entertainment for the holiday party. They booked a band and comedian for 4 hours. Great news because it doesn't affect your budget! However, the entertainers have certain audio-visual needs. Also, the estimated guest list is now 157 people.