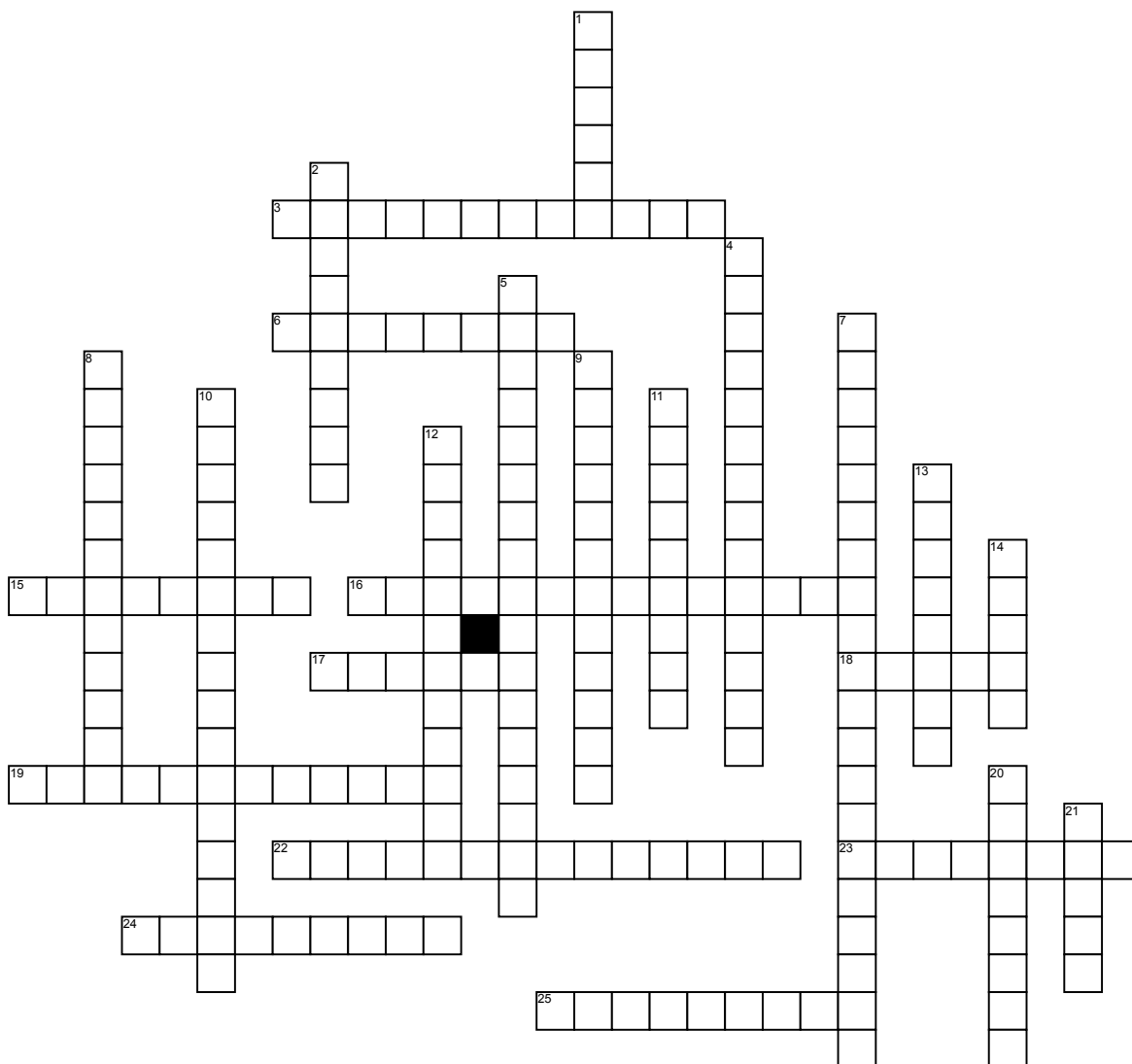


Name: _____ Date: _____ Period: _____

Event Planning Vocabulary



Across

- 3.** Generally considered a middle ground between business formal wear and street wear, but its definition can vary widely among different organizations
- 6.** Days or periods when tickets or certain prices are unavailable, usually coinciding with holidays and peak travel seasons
- 15.** Any products that can be purchased separately, as opposed to in a package
- 16.** The lead person or persons, appointed by the venue, charged with overseeing food service at an event
- 17.** Actual number of meals served
- 18.** The part of a stage in a theater extending in front of the curtain
- 19.** A round table used at a banquet that usually seats between 8-12 guests, depending on its diameter

- 22.** Room setup whereas chairs are placed in rows forming a V-formation facing the stage or podium, also called Herringbone and V-Shape

23. Moveable panels used to subdivide a larger area, such as a hotel ballroom, into smaller rooms

24. Person at a venue or facility who can arrange for transportation, tours, tickets or restaurant reservations

25. The facilities and features of a property

Down

- 1.** Food is prepared and set up at tables where guests serve themselves
- 2.** A type of illumination from behind the subject or stage
- 4.** Required dress is what would normally be worn at the office, i.e., business suits
- 5.** Chairs set up in rows facing the speaker or stage, also called Theater Style Seating
- 7.** Light morning meal that usually includes coffee, tea, juice and rolls

8. Three meals a day are included in the price of a meal plan at a resort or hotel

9. Any outside light such as sunlight coming through windows, or overhead room light

10. Room set up whereas tables are set in rows with chairs all facing the stage or podium

11. A professional or company that provides services for a trade show and its exhibitors, i.e., carpets, pipe and drape, labor

12. An order for services (or goods) prior to an event

13. A cloth, drape or panel hung at the back of a stage set

14. Representative of an entertainer who arranges for appearances, performances or shows

20. Required dress is formal; tuxedos for men and evening dresses for women

21. Seats or a set of rooms set aside for group sale; to reserve such space