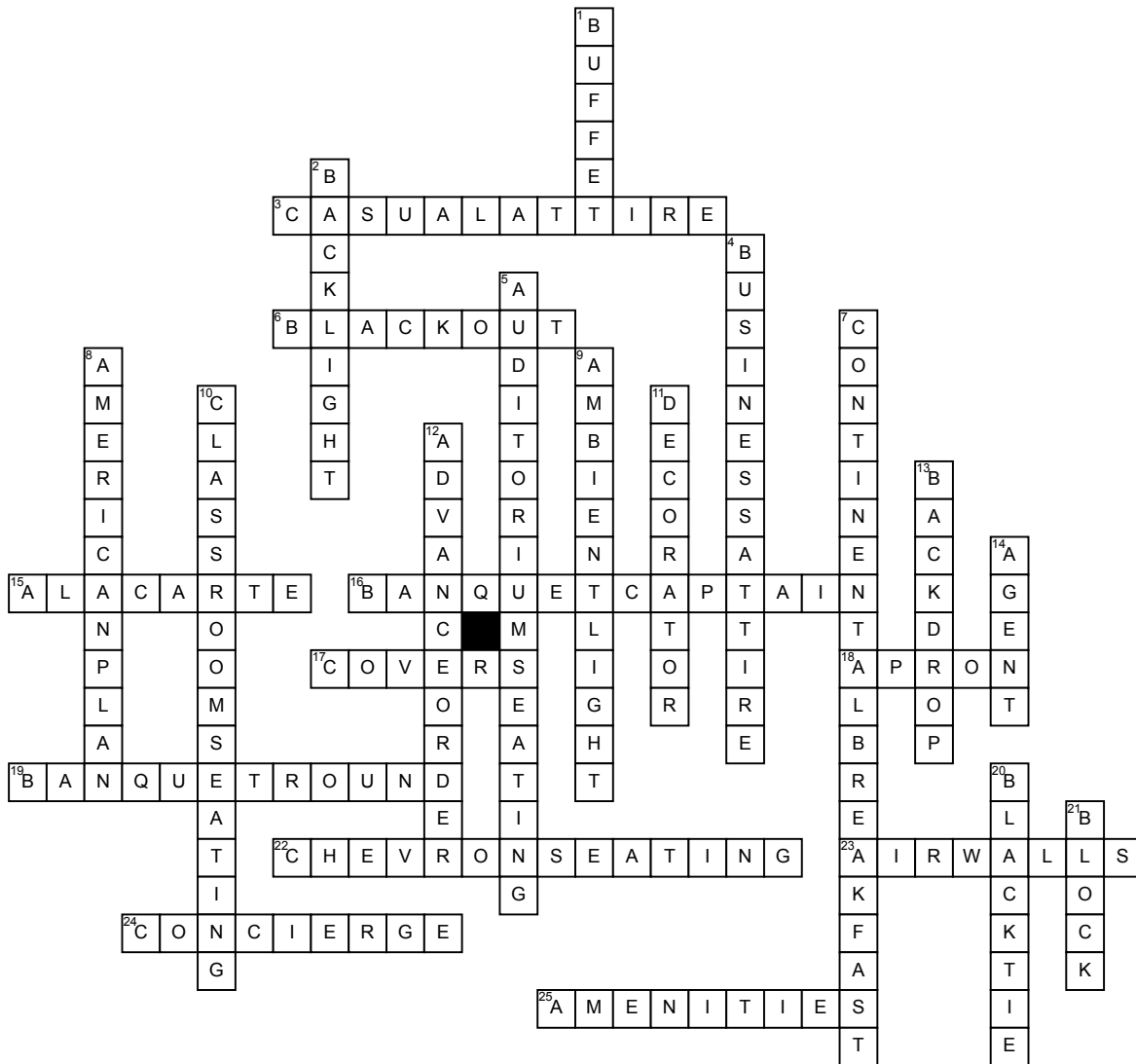


Event Planning Vocabulary



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