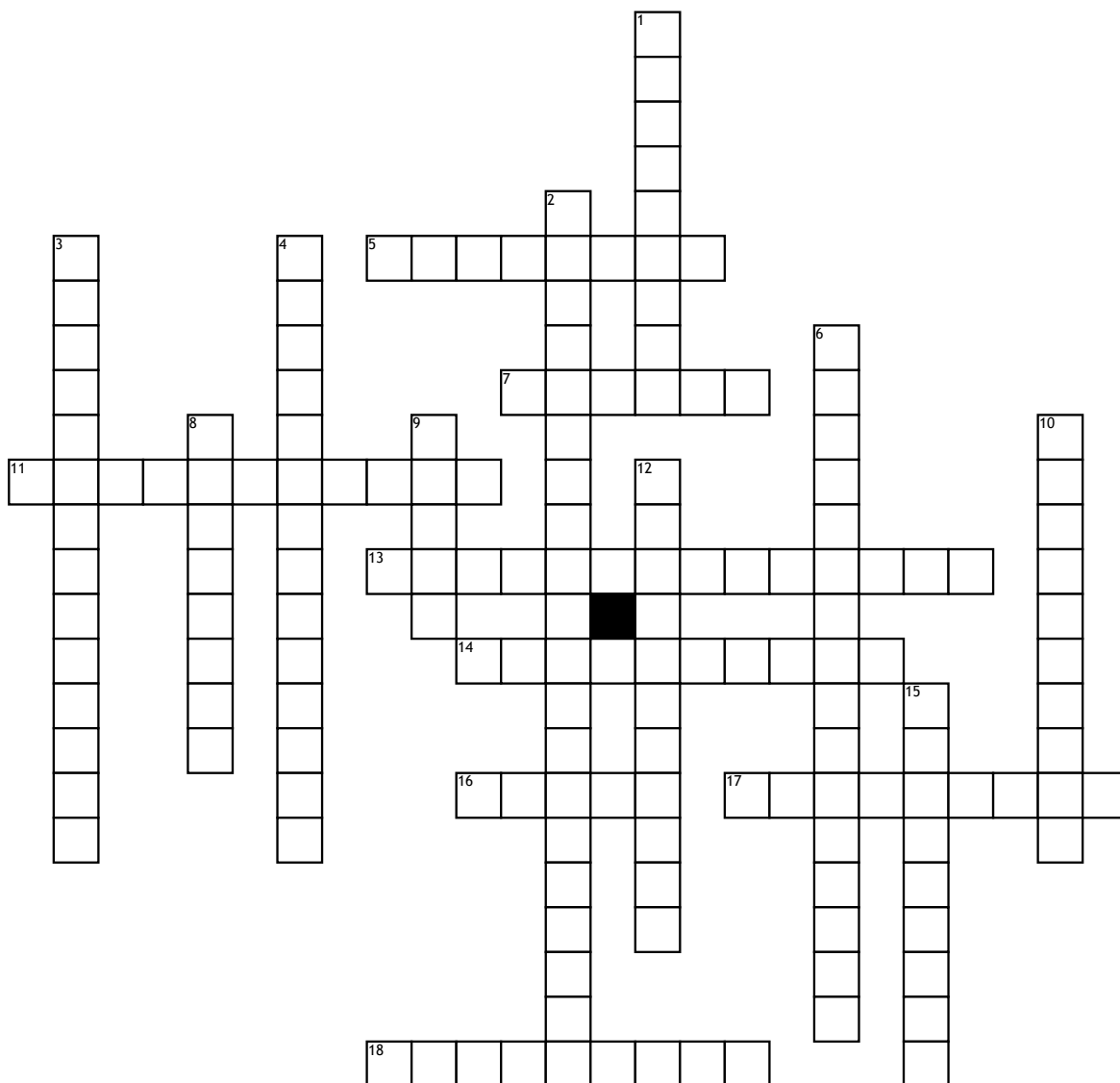


Name: _____

Date: _____

Event Planning Terms-Section 2



Across

5. A person or company charged with publicizing an event.

7. A platform for people or materials, often put together to form a stage.

11. Person who guides discussion for panels or in small groups.

13. Facility offers catering services on-site.

14. A festive occasion or a lavish social event usually with entertainment or a speaker.

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

17. Actual number of guests attending an event.

18. Table at which honored guests sit.

Down

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

2. Light morning meal that usually includes coffee, tea, juice and rolls.

3. A session to which all conference attendees are invited.

4. Person or company who prepares and delivers food at a facility.

6. A catering company that appears on a list offered by a venue from which meeting and event planners must choose.

8. Any products that can be purchased separately, as opposed to in a package.

9. Total number of guests at any point in time.

10. Number of occupied sleeping rooms in a hotel on any given night.

12. Minor, miscellaneous expenditures.

15. A social gathering with food and drinks often held to welcome guests.