**Unit 4: Managing an Event**

**Week 2: Organising and legal requirements.**

Write **2 paragraphs** for each of the following:

* Venue
* Location
* Catering
* Planning and reserving facilities
* Setting up programme
* Preparing and distributing documents
* Contracts

Paragraph 1:

Explain what is involved and what needs to be considered by the event organiser.

Paragraph 2:

Explain the importance of the element to a successful event.

Use examples from Debs’ talk or your own experiences to support your explanations.