**The Roles and Skills of an Event Planner**

**Introduction**

In this report, I'll go over the elements, procedures, and legal requirements needed to plan an event and why they're crucial because they all contribute to making the event come together from the planning of the event to the legal requirements that prevent businesses from skipping crucial steps that could result in serious problems or injuries to their employees or guests. The procedures are also legal requirements because safety measures must be put in place.

**Organising**

The importance of organisation for an event is to ensure that everything can be planned in time for the event and allows for mistakes to occur without major disruption to plans as you have time.

Venue

is a location that hosts events like concerts, weddings, or sporting contests. This is crucial because we must consider the amount of space required based on the number of attendees. This issue can be resolved by estimating the number of guests and searching for a venue that can accommodate them.

Planning and reserving facilities

Planning and reserving facilities is the procedure of locating, planning, and securing the facilities, tools, and services required for a function or activity. To ensure that the event complies with health and safety regulations and that the guests have a good time, this is crucial.

Catering

is the act of serving food and beverages at a social gathering or other event. This is crucial to consider because different people may have different dietary needs and/or allergies, and a variety of food and drink is recommended to promote inclusivity.

Location

The Location of the business is very important as this could influence the amount of income you make at the event and if it convenient for the attendees to get to such as is there parking

Setting up the programme

Preparing and distributing documents

Contracts

**Investigating current legal requirements**

In this section you will be explaining each legal requirement under the relevant subheading and then explaining why these should be taken into consideration when planning an event.

Contractual

Health and Safety requirements

Age restrictions

Consumer protection

**Setting up organisational procedures**

In this section you are explaining the procedures that events planners follow and why these are important when planning an event.

Risk assessment

Security procedures