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

**Introduction**

Introduce what you will be doing in this report here.

* Firstly you are explain the role and skills required to be an effective events planner

**Organising**

In this section you will need a subheading for each of the elements and explain why each element is important and why the events planner needs to consider and plan for this element.

Venue

Planning and reserving facilities

Catering

Location

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 in to 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