

PLANNING AN EVENT - VOCABULARY

to take over something  an announcement  an emcee  a guest list 
room set-up  to stick to something  catering  to have someone in mind 

a list of the people coming to the event

the people making and serving the food for an event

a Master of Ceremonies: the person who presents and introduces speakers
onto the stage

arranging the furniture and decorations in a room for an event

a message to tell people about something, e.g. an event

to continue with a plan without changing it

to do something that someone else was doing

to be thinking of choosing someone for a job