Score:

Read the following sentences and then choose if they are true or false.

Planning the Annual Charity Gala

Last week, our team met to discuss the conference and gala we are organizing to support our yearly fundraiser. The first thing we agreed on was the venue. After some negotiation, we chose the City Hall because it fits our schedule, budget, and guest capacity.

Next, we reviewed the event agenda, which includes a morning seminar, an afternoon workshop, and evening entertainment. We invited a professional speaker to open the seminar, and we're still confirming the final list of attendees.

We also discussed catering options. Two vendors submitted offers, and after comparing prices and menus, we agreed to go with the one offering more flexibility for special diets. The team also approved the decorations proposal, which includes elegant table settings and floral arrangements.

Logistics and coordination are very important, so we created a detailed timeline for each task. Registration will be online, and we've already sent the invitations with an RSVP deadline to help us estimate the number of guests.

Everyone agreed that clear communication is key. With teamwork and good planning, we're confident this event will be a great success!

1. The team decided to hold the event at City Hall because it was the cheapest option.
2. The agenda includes a seminar in the morning and a workshop in the afternoon.
3. A student speaker will open the morning seminar.
4. The team is still finalizing the list of attendees
5. Three vendors submitted catering offers for the gala.
6. The selected caterer was chosen because of their flexibility with special diets.
7. The decoration plan includes floral arrangements.
8. Registration for the event will be done by phone.
9. Invitations have already been sent with an RSVP deadline.
10. The team believes that clear communication and planning will lead to a successful event.

LIVEWORKSHEETS