

Score:

**Sophie:** Hi Liam, thanks for joining. We need to get started on planning the **fundraiser**. Any thoughts on the **type of event**?

**Liam:** Yes, I'd suggest we go with a **gala**. It's formal and attracts more donors. What do you think?

**Sophie:** That could work, but a **gala** usually requires a bigger **budget**. What if we plan a smaller event, like a **seminar** or **conference**?

**Liam:** That's a valid point, but I think a gala will bring more attention. Would you consider keeping the **gala** idea, but limiting the number of **attendees**?

**Sophie:** I see where you're coming from. Okay, let's stick with a **gala** but manage the guest list carefully.

**Liam:** Perfect. Now, let's talk about the **venue**. I tried to book the Riverside Hotel, but it's not available on our date.

**Sophie:** That's unfortunate. What if we move the event to the City Hall Ballroom? It's still elegant, and available.

**Liam:** I checked it too. It's beautiful, but more expensive. Can we agree to reduce spending on **decorations** or **entertainment** to stay within budget?

**Sophie:** Sure, how about we compromise by using basic floral **decorations** and skipping the ice sculptures?

**Liam:** That works. For **entertainment**, I wanted to book a jazz band, but with the cost, would you consider hiring a DJ instead?

**Sophie:** Yes, a DJ is much more affordable and still keeps the energy up.

**Liam:** Great. Let's move to the **agenda**. I was thinking of a welcome speech, a dinner, and a short **workshop** on community engagement.

**Sophie:** That's a good balance. What about a **guest speaker**?

**Liam:** I wanted Dr. Harper, but she's unavailable. Would you consider inviting Professor Lee?

**Sophie:** Definitely. She did well at last year's **conference**. I'll send her an **invitation** today and ask for an **RSVP** by the end of the week.

**Liam:** Excellent. What about **catering**?

**Sophie:** I got three quotes from **vendors**. Green Table Catering is the best option, but we need to confirm the final **schedule** and number of **attendees** soon.

**Liam:** Okay. For **registration**, I suggest an online form. It's easier for tracking.

**Sophie:** Agreed. I'll set it up and include the **invitation** details. Should we send it out by Monday?

**Liam:** Yes, and we'll need to handle **logistics**—setup, sound system, staffing. Would you be okay coordinating that?

**Sophie:** Sure. I'll assign one of my team members and create a detailed **timeline** for everything.

**Liam:** Perfect. One last thing: the **budget split**. How about Marketing covers **entertainment**, **decorations**, and **invitation** design, and your team handles the **venue**, **catering**, and **logistics**?

**Sophie:** That's fair. Can we agree to review all **vendor** contracts by next Friday?

**Liam:** Absolutely. We're in good shape. Let's make this **fundraiser** unforgettable.

**Sophie:** Thanks, Liam. I'll keep you updated as we go.

Based on the conversation between Sophie and Liam about planning an event, answer the following questions:

- What type of event are Sophie and Liam planning?
  - A gala fundraiser
  - A sports competition
- Why did they choose a gala instead of a seminar or conference?
  - It is cheaper than a seminar
  - It attracts more donors and attention
- What problem did they have with the venue?
  - It was too small for guests
  - It was not available on their date
- What solution did they agree on for the venue issue?
  - Find another venue
  - Change the date of the event
- How did they decide to reduce costs? Name two areas where they cut expenses.
  - Fewer guests and a smaller venue
  - Floral decorations and a DJ
- Who did they plan to invite as the speaker? What happened with their first choice?
  - They invited Dr. Harper after Professor Lee declined
  - They invited Professor Lee because Dr. Harper was unavailable
- What kind of entertainment did they choose and why?
  - A DJ because it was more affordable
  - A jazz band because it was more elegant
- Which tasks did Sophie's team agree to manage?
  - Entertainment and marketing
  - Venue, catering, and logistics
- Which tasks did Liam's team take responsibility for?
  - Catering and staffing
  - Entertainment, decorations, and invitation design
- How will the invitations and registration be handled?
  - Through printed invitations only
  - Through an online registration form
- What tool or method will they use to keep track of planning progress?
  - A detailed timeline
  - Weekly phone calls
- What is the agreed timeline for sending invitations and reviewing vendor contracts?
  - Invitations by Monday and vendor contracts reviewed by next Friday
  - Invitations next month and vendor contracts reviewed at the event day