

Planning an event

Read a dialogue where three people negotiate who does what to achieve a task.

Before reading

Do the preparation task first. Then read the text and do the exercises.

Preparation task

Match the words (1–8) with the definitions (a–h).

Word

1. a guest list
2. catering
3. an emcee
4. room set-up
5. an announcement
6. to stick to something
7. to take over something
8. to have someone in mind

Definition

- a. arranging the furniture and decorations in a room for an event
- b. to continue with a plan without changing it
- c. to be thinking of choosing someone for a job
- d. the people making and serving the food for an event
- e. a message to tell people about something, e.g. an event
- f. to do something that someone else was doing
- g. a list of the people coming to the event
- h. a Master of Ceremonies: the person who presents and introduces speakers onto the stage

Reading text: Planning an event

Mike, 14:41

All right, so I've divided up the tasks among the three of us planning this event like this:

@Jen: make guest list, schedule social media announcements, arrange room set-up, organise musicians

@Ed: book catering, send out invitations, design posters, book speakers

@Mike: reserve rooms, design invitations, write and publish blog post, get emcee

But please don't feel like we need to stick to this. If you prefer to do something else, feel free to say so.

Jen, 14:50

Yeah, I was thinking, as you are project leader **@Mike**, maybe it's best you make the guest list? I've got experience in graphic design so I'm happy to design the invitations.

Ed, 14:55

@Jen, do you mind designing the posters too? I'm not very good at designing.

Jen, 14:56

Sure, it'll be fun. If I take the poster design off you **@Ed**, do you think you can organise the musicians?

Ed, 14:58

Absolutely, I know some really good musicians that do events like this one. And I also know a really good emcee. Do you want me to take over getting the emcee too?

Mike, 15:01

@Ed I actually already have an emcee in mind, so I think I'll handle that. I'd appreciate it if you could write and publish the blog post about the event though.

Ed, 15:01

That's not a problem. I quite enjoy online marketing tasks.

Jen, 15:03

If that's the case @Ed, do you want to schedule the social media announcements too?

Ed, 15:04

I can do that ... if someone books the speakers.

Mike, 15:08

I'll book the speakers. And since I'm making the guest list, I should send out the invitations too. @Jen, are you still OK with arranging the room set-up?

Jen, 15:09

Yes, let me do the room reservations as well.

Mike, 15:10

Good idea. That would work nicely.

Tasks

Task 1

Match the tasks (a–l) to the person that will do them.

Person	Task
Mike	a. Book rooms
Jen	b. Create a post for a blog
Ed	c. Create invitations
	d. Create posters
	e. Decide who to invite
	f. Find emcee
	g. Invite guests
	h. Organise live music
	i. Organise the food
	j. Plan room set-up
	k. Plan social media communication
	l. Reserve the speakers

Task 2

Are the sentences true or false?

	Answer	
1. Mike is the project leader.	True	False
2. Mike wants Jen and Ed to follow his original plan.	True	False
3. Jen enjoys doing the designing tasks.	True	False
4. Ed is happy to cook for the event.	True	False
5. Ed wants to be the emcee for the event.	True	False
6. Mike would like to be the emcee for the event.	True	False

Discussion

How are tasks usually divided in your project teams?