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 evento, answer the following questions:

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

LIVEWORKSHEETS