

Event Planner Job Interview Questions And Answers



Interview Questions Answers

<https://interviewquestionsanswers.org/>

About Interview Questions Answers

Interview Questions Answers . ORG is an interview preparation guide of thousands of Job Interview Questions And Answers, Job Interviews are always stressful even for job seekers who have gone on countless interviews. The best way to reduce the stress is to be prepared for your job interview. Take the time to review the standard interview questions you will most likely be asked. These interview questions and answers on Event Planner will help you strengthen your technical skills, prepare for the interviews and quickly revise the concepts.

If you find any **question or answer** is incorrect or incomplete then you can **submit your question or answer** directly with out any registration or login at our website. You just need to visit [Event Planner Interview Questions And Answers](#) to add your answer click on the *Submit Your Answer* links on the website; with each question to post your answer, if you want to ask any question then you will have a link *Submit Your Question*; that's will add your question in Event Planner category. To ensure quality, each submission is checked by our team, before it becomes live. This [Event Planner Interview preparation PDF](#) was generated at **Wednesday 29th November, 2023**

You can follow us on FaceBook for latest Jobs, Updates and other interviews material.
www.facebook.com/InterviewQuestionsAnswers.Org

Follow us on Twitter for latest Jobs and interview preparation guides.
<https://twitter.com/InterviewQA>

If you need any further assistance or have queries regarding this document or its material or any of other inquiry, please do not hesitate to contact us.

Best Of Luck.

Interview Questions Answers.ORG Team
<https://InterviewQuestionsAnswers.ORG/Support@InterviewQuestionsAnswers.ORG>



Event Planner Interview Questions And Answers Guide.

Question - 1:

How would you prioritize an event?

Ans:

Priorities usually depend on the event time and size. I usually find out what a client feels is the most important part of his event and I focus on that primarily.

[View All Answers](#)

Question - 2:

Why do you want to work for us as Event Planner?

Ans:

Most employers are looking for people with a passion for the company and what they do. Knowing as much as you can about the company and the job is key to showing how passionate you are about the job opportunity. The best way to do this is to set aside three to four hours to learn as much as you can about the company you may eventually end up working for. Use resources such as their website, Facebook page, press releases, and the job description itself. Learn as much as you can about your prospective employer's products, services, customers and competition. This gives you an advantage when trying to answer many such related questions. Most importantly, the fact that you spent time researching the company, demonstrates your initiative and passion.

[View All Answers](#)

Question - 3:

What Types of Events Do You Plan?

Ans:

Event planning encompasses many different happenings, including corporate meetings, seminars, lunch-and-learns, hospitality suites, trade shows and conferences. Some event planners focus on private parties such as weddings, children's birthdays, family reunions or Sweet 16 parties. Sports marketing requires event planning for races, tennis, golf and volleyball tournaments, leagues and exhibition matches. Ask the interviewer to tell you her specific event focus and to give you some examples of events the company has recently planned that exemplify the type of business the company wants.

[View All Answers](#)

Question - 4:

Please explain why did you leave your last job?

Ans:

I left because I felt I need to utilize my expertise on a bigger platform.

[View All Answers](#)

Question - 5:

Can You Order Desired Skills?

Ans:

At many event-planning businesses, employees must multitask. You may need to meet with clients to negotiate the contract, help plan the food and beverages, and handle logistics, such as tables, chairs, booths, staff, lighting and music. Ask the interviewer what tasks you will need to perform if you are hired and to rank them in order of importance. This will let you play up certain areas of your experience as you know what the client wants most.

[View All Answers](#)

Question - 6:

Are you able to travel long distances?

Ans:

I understand that many events may require travel, and I am willing to spend the time getting to a location because I want to make sure that clients are getting the event they want where they want it.

[View All Answers](#)

**Question - 7:**

What are some of your favorite ways to enhance an event on a budget?

Ans:

Of course, event planning isn't all team building with Google or staging multi-million pound festivals, there are times when you need to make something sparkle with limited resources. This is a great way to test your candidates' initiative, assess their creative thinking and see if they show flashes of originality and fresh thinking when it comes to planning stand-out events on a budget. Practical considerations such as providing a cloakroom or positioning plenty of water jugs around the venue demonstrate an understanding of things which will make delegates' lives easier without costing a fortune, while mentioning little details such as ensuring somebody is in place to greet arrivals or putting fresh flowers around the bar help to show that personal approach to event planning too.

[View All Answers](#)

Question - 8:

What technical expertise do you offer?

Ans:

I offer exceptional command over Visio, MS Office, SAP and EBMS.

[View All Answers](#)

Question - 9:

How well do you handle stressful situations?

Ans:

I have found that it is best to handle stressful situations with a calm demeanor. When an unanticipated problem arises, it is useful to quickly take steps to problem solve crafting creative immediate solutions to any issue.

[View All Answers](#)

Question - 10:

How would you ensure efficiency while working as an events coordinator?

Ans:

I believe that I possess the time management skills and the ability to ensure detail orientation which is the key to efficiency.

[View All Answers](#)

Question - 11:

How do you keep up-to-date with event industry changes?

Ans:

Again, a question with no definitive right or wrong answer but one that gives the candidate the chance to show their personal interest and passion for the industry or to show that they have used their initiative when researching it as a career path. "I read Event, The Main Event and Stand Out magazines, have Google News alerts set up for 'event management' and 'event planning'" is the sort of answer that would suggest they are on the right track, while namedropping key industry bloggers, LinkedIn groups and relevant influential Tweeters will give you even more cause for encouragement. Naming industry events, conferences and meet-ups they have been to or regularly attend, annual reports they keep an eye out for or active online communities with which they engage will show an even more proactive approach to staying on top of the industry.

[View All Answers](#)

Question - 12:

How do you decide how much to charge a client for an event?

Ans:

The money question, if you like. Without effective cost analysis and the ability to budget effectively, an event planning business is not going to last long. You want your applicant to demonstrate an appreciation of this, as well as show they can think strategically about how to make sure events are profitable for the agency, cost effective for the client and demonstrably worth the investment for the host business.

[View All Answers](#)

Question - 13:

Tell us why you're the best candidate for this job?

Ans:

This is perhaps the one question that defines your fit for the job in the interviewer's mind. Start by reviewing the job description thoroughly and look for areas that are a good match with your qualifications and experience. Find at least three great reasons that match with your experience and background that qualify you to be the right candidate for the job. Most employers will ask this question at some point in the interview, either directly or in an indirect way. On the rare chance that it doesn't come up in the interview, you can always use these talking points as your 'last thing to say' before the end of the interview.

[View All Answers](#)

Question - 14:

Describe your specific skills and experience related to Event Planning?

Ans:

My strength is that I have created and managed a wide variety of events and worked with diverse groups of volunteers. I always deliver on time and on budget, keeping cost in mind. I took over the Crew Soccer Foundation Golf Classic from a predecessor and was determined to spend less while still maintaining a positive atmosphere. We got more donated services, cut out unlimited alcoholic beverages and created sponsorship packages.

[View All Answers](#)

**Question - 15:**

What do you view as the most difficult struggles of an event planner?

Ans:

Frequently customers have extraordinarily high expectations with hard deadlines, and this can be difficult to handle. However, paying close attention to customers' priorities and desires can help ensure their vision is accomplished. In addition, it is important to clearly organize tasks and priorities to make sure that all deadlines are met no matter the task.

[View All Answers](#)

Question - 16:

Tell me of a particularly disastrous event that you had to manage. How did you cope?

Ans:

One big event that I coordinated got rained on! The met office hadn't predicted inclement weather but I was ready with canopies anyway since I plan ahead of time!

[View All Answers](#)

Question - 17:

What tools do you use to source and record venues?

Ans:

'Perform a Google search' is the answer to so many 'how do you find' questions these days, but in this particular case you're looking for that little bit more. References to respected industry publications such as Event magazine's online directory and annual venue awards would show a willingness to keep up to date with venue developments, while they should be able to name other specific websites, directories and venue finders that they use.

An efficient event planner should also be keeping their own records of venues and their own professional experiences with them, including positives and negatives and any notes that may help inform their decisions for future events. Whether it's CRM software or their own personalised spreadsheet, the important thing is demonstrating an effective and efficient way of keeping track of their venues and showing an understanding of why this sort of record-keeping is important.

[View All Answers](#)

Question - 18:

What approaches do you use in communicating with different people, customers, staff, co-workers, management? How do you know you are communicating effectively?

Ans:

Communication starts with the right time and place. Then, after organizing my thoughts and ideas, I speak clearly and articulately. I also use body language, such as my hands and facial expressions, to keep the person engaged and involved in the conversation. Finally, I listen to the person's reply and thank them for listening. I know I have effectively communicated if the person is actively involved, responsive, and shows understanding.

[View All Answers](#)

Question - 19:

Where do you expect to be in five years' time?

Ans:

This is another question that allows you to show off your employer research and your understanding of your chosen career path. You'll want to come across as enthusiastic, but not arrogant. Tailor your response to reflect the nature of the organisation, the sector, and your own experiences and skills. Specific details will impress.

[View All Answers](#)

Question - 20:

Describe your experience with designing and developing advertising graphics and publications used to market programs and services?

Ans:

I do not have personal experience in developing advertising graphics and publications, however I do have experience in hiring for that program to where it is done professionally and within the time frame given.

[View All Answers](#)

Question - 21:

How do you manage your time and priorities tasks?

Ans:

When a recruiter asks how you manage your time, don't just give an example of a time when you did this successfully. Your interviewer wants to know your tactics and strategies for getting yourself organised, so whatever approach you use to prioritising and listing your tasks, you should be ready to describe it.

[View All Answers](#)

Question - 22:

Give an example of a time when you felt the greatest sense of accomplishment in your job?

Ans:

My greatest sense of accomplishment was on the day of our fall fundraising event. I was so thrilled with how the event turned out. We had a huge showing of people and everyone really enjoyed themselves. We also raised more money than I had even anticipated. Seeing all of my hard work come together so perfectly was the most incredible feeling.

[View All Answers](#)

**Question - 23:**

Describe the abilities you have in order to work with us as meeting and event planner?

Ans:

I have the ability to listen to and understand information and ideas presented through spoken words and sentences, communicate information and ideas in speaking so others will understand, read and understand information and ideas presented in writing, identify and understand the speech of another person, speak clearly so others can understand you.

[View All Answers](#)

Question - 24:

What are some strategies you use for managing and prioritizing work for yourself when there is too much work and too few staff members to complete the tasks at hand?

Ans:

Event deadlines and size play a huge factor in prioritizing events. For example, while planning a week long retreat that was happening in 8 months I also had to continue planning weekly meetings as well as small events. I broke the major event down into major tasks (one for each month) and broke that down to a "to do" list. Once that was broken down I scheduled my weekly to do lists on top of that. I was able to see efficiently each item I had to do daily to accomplish things in the near future as well as far.

[View All Answers](#)

Question - 25:

We've read your resume and seen where you went to college and your work experience, but could you walk us through this period and tell us how you made the decisions you did regarding your education and work?

Ans:

There isn't any particular part that bring excitement when doing an event it all of it . if i had to say a part is the final product seeing the room set up tables, plates, silverware, ect.

[View All Answers](#)

Question - 26:

Explain a situation where you feel your boss was wrong and how did you handle the same?

Ans:

I am of the opinion that boss is always right. Once it happened that a client demanded a very unusual interior and my boss rejected it twice. I then convinced the boss to allow me to regard the client preferences, which he ultimately approved, and the customer was very happy with the design. I believe talking about things always helps.

[View All Answers](#)

Question - 27:

What are the skills required for meeting and event planner employee in order to success in his work?

Ans:

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times, Talking to others to convey information effectively, Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems, Understanding written sentences and paragraphs in work related documents, Managing one's own time and the time of others.

[View All Answers](#)

Question - 28:

Tell me about a time when you avoided a near disastrous situation that almost ruined an event? What was your impact on correcting or avoiding the situation?

Ans:

While executing a fundraising event in a community park for a non-profit, the generator that was to be used by the food truck as well as the shaved ice vendor failed. With 30 minutes to start time, I had to quickly problem solve and found a local Home Depot that rented generators. In 15 minutes, we had a generator and both vendors were ready to serve.

[View All Answers](#)

Question - 29:

Who Are Your Clients?

Ans:

Show interest in the business side of the company by asking about the clients. Don't ask for specific names of individuals or companies -- tell the interviewer you are interested in learning about the type of client the company works with so you can understand how business is developed and to whom events are tailored.

[View All Answers](#)

Question - 30:

How would you describe (needed meeting and event planner or your) work style?

Ans:

My work style matching exactly what cashier job requires by: being careful about detail and thorough in completing work tasks, being pleasant with others on the job and displaying a good-natured, cooperative attitude, being reliable, responsible, and dependable, and fulfilling obligations, a willingness to take on responsibilities and challenges, establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

[View All Answers](#)



Question - 31:

How do you measure the success of your event?

Ans:

This is another question which helps to assess that your candidates are approaching event planning from a professional standpoint as, in many ways, an event is only as good as you can prove. Planning a 'legendary night' where everyone enjoys themselves sounds all well and good, but how do you then go on to prove to the client that it has enhanced their brand, increased staff motivation or coverage or brought them lots of prospective new leads. Keeping event-goers happy is not all that goes into a successful event, this is not club promoting, this is professional event planning so it is just as important that venue staff, suppliers and contractors are happy too. And the client of course.

[View All Answers](#)

Question - 32:

What Are Your Goals And Achievements?

Ans:

Let the company know you are more than simply interested in a fun job. Ask your potential employer what type of business he would like to develop in the future, and if the company has any current strategies or timelines for adding a new division or pursuing a new type of event. This will show the employer that you understand your job is to help the company make money, not just to run tournaments or plan birthday parties.

[View All Answers](#)

Question - 33:

What are the main job duties and responsibilities of meeting and event planner employee?

Ans:

Meeting and event planner responsibilities are to consult with customers to determine objectives and requirements for events such as meetings, conferences, and conventions; arrange the availability of audio-visual equipment, transportation, displays, and other event needs; coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security; monitor event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise; confer with staff at a chosen event site to coordinate details; conduct post-event evaluations to determine how future events could be improved; maintain records of event aspects, including financial details; evaluate and select providers of services according to customer requirements; inspect event facilities to ensure that they conform to customer requirements; review event bills for accuracy, and approve payment; negotiate contracts with such service providers and suppliers as hotels, convention centers, and speakers; meet with sponsors and organizing committees to plan scope and format of events, to establish and monitor budgets, or to review administrative procedures and event progress; direct administrative details such as financial operations, dissemination of promotional materials, and responses to inquiries; plan and develop programs, agendas, budgets, and services according to customer requirements; design and implement efforts to publicize events and promote sponsorships; organize registration of event participants; promote conference, convention and trades show services by performing tasks such as meeting with professional and trade associations, and producing brochures and other publications; obtain permits from fire and health departments to erect displays and exhibits and serve food at events; read trade publications, attend seminars, and consult with other meeting professionals to keep abreast of meeting management standards and trends; hire, train, and supervise volunteers and support staff required for events; develop event topics and choose featured speakers.

[View All Answers](#)

Question - 34:

Operational and Situational Event Planner Interview Questions:

Ans:

- * What information would you ask for from a potential client? Why?
- * How would you choose the location/venue for an event? What are your priorities after choosing a location/venue?
- * How do you choose partners (e.g. caterers) when organizing an event? What are your criteria to assess their eligibility/quality?
- * Have you ever had to plan more than one event simultaneously? How did you do it? What was the result?
- * How do you use social media for your event planning or for attracting customers?
- * Describe a time when you went over budget. What went wrong and what did you do to fix it?
- * How would you manage stress as the date of an event draws near?
- * How would you react to technical problems during an event? What are the most common/serious problems you have encountered during an event and what did you do about them?
- * Describe a time when you provided a creative solution to a problem. What was the result?
- * Describe your most successful event. What did you do that made it so successful?
- * Describe an event that didn't have the results you aimed for. What happened and what did you learn?

[View All Answers](#)

Question - 35:

Common Event Planner Job Interview Questions:

Ans:

- * What do you know about this company?
- * What other companies did you look at when looking for this opportunity? Why?
- * What makes you interested in event planning?
- * What relevant experience should I know about?
- * What's the one accomplishment you're most proud of? Why?
- * Tell me about a time when you had a challenge with a boss or authority figure. How did you handle it?
- * What's one thing you would like to do better? What's your plan for improving?
- * Describe the boss who would get the very best work from you.
- * When have you failed? Describe what happened and what you learned from it.
- * What is one thing that you can provide me that I will have a hard time getting from another potential candidate?
- * Sell me this pencil. (Here I'm looking for an inquiry process, friendliness, good selling skills, and good method for overcoming objections)
- * What long-term goals would you want to set for this company?

[View All Answers](#)



Question - 36:

General Event Planning Interview Questions:

Ans:

- * What strengths do you feel you bring to the job?
- * What are your weaknesses and how do you overcome them in the workplace?
- * What situation have you had in your past experiences where you had to make a tough decision and what was the outcome?
- * How do you handle low morale in the workplace?
- * How do you deal with low performance on your team?
- * What do you feel you bring to our team if we were to bring you onboard?

[View All Answers](#)

Question - 37:

Basic Event Planning Interview Questions:

Ans:

- * How has your education prepared you for a career as an event planner?
- * Why do you want to work for our event planning organization?
- * How do you assess the success of each of your events?
- * What type of event planning are you most interested in? Corporate events? Social events?
- * What experience do you have with promoting events (through ads, social networking, etc.)?
- * What are some of your favorite ways to enhance an event on a budget?
- * What is the largest event (based on budget or number of attendees) you have ever planned or assisted with planning?
- * Describe a time when you had to deal with an unexpected problem during an event - how did you resolve the issue?
- * Tell me about a time when you had to deal with a difficult client. What was the result?
- * Describe a time when you had difficulty staying within the budget for an event.
- * Tell me about a time when you had to manage multiple events at once. How did you multitask to complete both events successfully?
- * Imagine a company is planning an ad campaign to portray itself as a young, fresh and cool brand.
- * If you were hired to organize their launch party, what sort of venue would you consider selecting?
- * Imagine I am a client asking you to host an event for me; what kinds of questions would you ask me?
- * How will you develop relationships with vendors in a new city?
- * Are you comfortable working long and/or unusual hours?
- * Do you think being an independent worker or a team player is more important as an event planner?

[View All Answers](#)

Question - 38:

Role Specific Event Planner Interview Questions:

Ans:

- * How do you remain up-to-date with the event industry?
- * Do you know the most popular venues in X location? Why are they popular?
- * What do you know about DMS (Delegate Management System)? What is DDR etc.?
- * What technology/software do you use/prefer? What do you know about event technology?
- * How many events do you plan per year?
- * What types of events do you usually plan? Do you have a specialty? Why did you choose it?
- * What elements must be considered before you start planning an event?
- * How do you assess the success of each of your events?
- * What do you like most about your job? How do you stay motivated when things don't go as planned?
- * How would you persuade a client of the value of your services?

[View All Answers](#)

Question - 39:

What Staff Do You Have?

Ans:

Events require people to work on sales, promotions, finance, logistics, contract negotiation, site selection, marketing and other facets of securing, creating, managing and evaluating events. Ask about the different departments or employees the company has, where you might fit in and where you would advance as you stay with the company.

[View All Answers](#)

Question - 40:

What are some of the challenges you think are part of this work?

Ans:

Meeting deadlines and keeping clients happy!

[View All Answers](#)

Question - 41:

What are the most important skills that an event planner needs to possess?

Ans:

While creativity and style are important skills to possess, it is even more important for a planner to demonstrate strong time management and organizational skills, ensuring that tasks are completed on time. In addition, it is important to be able to quickly handle unanticipated circumstances while remaining calm.

[View All Answers](#)

**Question - 42:**

Tell me about your Event Planning experience and how you work with the planning committee of an event?

Ans:

My experience in event planning happened over time through a destination restaurant. We were looking for different ideas to improve our bottom line. We offered a panoramic view of the intracoastal and we decided to start working hotels and sending out e-mail blasts to start booking rehearsal dinners, weddings and any everything in between. I discovered I had a flair for decorating, networking with the community to really wanting to do this full time. I have worked with the local chamber and woman's club in various positions on committees and they keep asking me to come back because I get results in what I am assigned to do and that I am a great team player that is reliable.

[View All Answers](#)

Question - 43:

What is ISO20121? What does it do, how does it work?

Ans:

The formal adoption of 2007's British Standard for sustainable event management on a worldwide scale as the International Standard ISO20121 last year was one of the biggest news stories for the events industry in 2012, so you would expect anyone already involved in events planning to have picked up on it. Even if you're interviewing for starter roles, somebody who has done some basic research in advance of a job application or an aspiring events professional who has kept abreast of developments in their preferred career of choice, really should have picked up on this key change, which kicked in just in time for last year's biggest event, the 2012 Games.

[View All Answers](#)

Question - 44:

What brings out the most excitement for you in event planning?

Ans:

In the planning of the event itself, I'd say that I'm pretty excited throughout the whole process, but more when I am talking and coordinating with all of the vendors who will be making it happen, I envision it in my head and hope that it comes out as glamorous as I think it will be.

[View All Answers](#)

Question - 45:

Give me five of your favorite venues in X, Y or Z and tell me why?

Ans:

This is the sort of question which can really help you whittle down those early applicants. "I like the Apollo in Manchester because the sloped floor makes me feel drunker and it's close enough to my house to mean I don't have to pay for taxis," is the sort of answer which might suggest they are looking at events from the wrong perspective. Saying something more like, "Colston Hall in Bristol really has the wow factor for visitors since its 20m refurbishment, while the spaces are bright and airy, parking and accessibility are great and the staff make sure everything is streamlined and runs smoothly for event planners," however, might suggest you have somebody more suitable on your hands.

[View All Answers](#)

Question - 46:

Suppose If you had to describe yourself as detail-oriented or big-picture oriented, which would you choose? Why?

Ans:

I would say a little of both. In order to get the big picture I need to focus on the details, but I try not to over examine things and keep in mind the main goal and big picture.

[View All Answers](#)

Question - 47:

What does DDR stand for? What is typically included in a DDR?

Ans:

DDR stands for day delegate rate," is, of course, the basic answer you would expect, while hearing your candidate go on to say things like "it is often the most cost effective way of booking hotels or venues for event planners as it is a per person cost" could mean bonus points.

Questions such as 'what is typically included in a DDR?' also give the candidate the chance to show their general understanding of professional event organisation, as there is no simple yes and no answer, but listing things such as room hire, water, buffet lunch, car parking, wi-fi connection and so on would show that they have dealt with such venues before, or could at least use their initiative to think about what a venue might be expected to include as part of its conference facilities.

[View All Answers](#)

Question - 48:

How would you describe your work style?

Ans:

Work Hard, Play Hard. I love to get the job done and do it right. Meeting deadlines, successfully completing tasks and give the task at hand my dedication is important; but you have have time to have fun, enjoy what you are doing and the people you are working with. If you dont love what you do then its harder to stay motivated.

[View All Answers](#)

Question - 49:

What would you like to learn about our company and this job?

Ans:



It always helps to prepare a list of questions that you want to ask your prospective employer. Not only does this give you useful insights, but it's a great opportunity to show your enthusiasm about the job and company. Even if this question doesn't come up in your interview, our experience shows that most employers are more than happy to answer a reasonable number of questions. In the worst case, you may be out of time and don't get to ask questions, but it never hurts to ask.

[View All Answers](#)

Question - 50:

What are the typical responsibilities of an event coordinator?

Ans:

An event coordinator is pretty much responsible for all major and minor aspects of the event. S/he is responsible for understanding client requirements, translating the same into an event plan, negotiating with vendors to attain prices that fall within budget and ensuring the event is managed tactfully, each chunk being completed timely.

[View All Answers](#)

Question - 51:

How good are your listening skills? How do you know?

Ans:

I believe my listening skills are good. I always make it a habit of writing everything down so I don't have to worry about whether or not I remembered what you asked.

[View All Answers](#)

Question - 52:

Tell me about a work situation that required a creative solution?

Ans:

I had reserved a suite for a guest checking into a hotel I worked out. I got to work on the day he was supposed to arrive and say the suite had been given away and I just got a sick filling because we had talked several times to make sure everything was set up because he wanted his family to be able to stay in the same room. So what I did instead was give him two connecting rooms, so that the kids could their own room and the adults having theirs.

[View All Answers](#)

Question - 53:

What was your most difficult event promoting? What made it difficult?

Ans:

The most difficult event promoting for me was a Carnival that was set for the town. What made it difficult was the lack of sponsorship money from local businesses, especially during these economic trying times. Therefore, our promoting was limited to basically free advertising.

[View All Answers](#)

Question - 54:

Tell me about one bad experience you've had, preferably something catastrophic, how did you handle it? Was the event still a success?

Ans:

Because vendors at HF donated their time and services, we could not guarantee their commitment. One vendor, the face painter, canceled 30 minutes before start time. In order to avoid false advertising, I purchased a face painting kit from a local craft store and found a volunteer to paint guests instead. It worked great.

[View All Answers](#)

Question - 55:

What would you do if the DJ is 2 hour late and has not shown up or answers his phone?

Ans:

First of all, I would never wait for 2 hours to pass before I started looking for a back up. If the DJ was 10 minutes late I would already be trying to get into contact with him and if I couldn't reach him I would already be working on a back up plan just in case it turns out that he doesn't show. You should always have a generic background music track available just in case. Even if your DJ shows up, there is no guarantee that he won't experien

[View All Answers](#)

Question - 56:

What point in your career did you decide you wanted to be an event planner?

Ans:

When I was fourteen, I planned my own birthday party with my sister. I realized I liked planning the party, and although hard work the final result gave me satisfaction. I realized I would like to make other people happy by planning a successful event.

[View All Answers](#)

Question - 57:

Are you available to work long hours?

Ans:

Because most events are on weekends and evenings, I anticipate that I will need to be available to work during odd hours. I also understand that some events can require extensive time to set up, run and clean up. While this can be demanding, I am passionate about the job and willing to be available.

[View All Answers](#)

**Question - 58:**

What types of clientele have you managed events for?

Ans:

I have had the opportunity to manage both corporate clients and private ones so I have managed meetings, conferences, weddings, parties and even racing events!

[View All Answers](#)

Question - 59:

What are your greatest strengths and weaknesses?

Ans:

It goes without saying that the strengths you mention must be job specific, however the weakness part is difficult. You can dodge the question by mentioning a weakness that could prove to be an asset in the specific field. Sample answer follows

[View All Answers](#)

Question - 60:

How well do you manage your time?

Ans:

Time management is an important part of my daily life. I am familiar with calendar programs and applications, and I make sure that I clearly note deadlines and appointments. In addition, I make sure to plan ample time to complete tasks, guaranteeing that I am not overbooked.

[View All Answers](#)

Question - 61:

Suppose If you were hired, when could you start?

Ans:

Right away. This is an opportunity and company I am excited to get started with.

[View All Answers](#)

Question - 62:

What was the most challenging event you've planned in the past?

Ans:

Planning HF for BHGH was a big challenge because an event like it had never been done by this organization and there was no budget. Therefore, we had to get absolutely everything donated, we had to manage volunteers, and we had to trust that the vendors who said they would donate their services and time held their commitment. Although a challenge, we involved over 17 different local businesses who donated their time, money and/or products.

[View All Answers](#)

Question - 63:

What was the most successful event you've planned in the past?

Ans:

I single-handedly coordinated the Coats for Kids drive for 2013. Without a committee and very few volunteers. I planned it, I marketed it, I married it. I feel it was so successful because I constantly thought about my clients (the kids). I wanted to make sure that my efforts and planning ensured that they got the best result.

[View All Answers](#)

Analysis Most Popular & Related Interview Guides

- 1 : [GIS Interview Questions and Answers.](#)
- 2 : [Statistics Interview Questions and Answers.](#)
- 3 : [Financial Analyst Interview Questions and Answers.](#)
- 4 : [GIS Analysis Interview Questions and Answers.](#)
- 5 : [Data Analyst Interview Questions and Answers.](#)
- 6 : [Research Officer Interview Questions and Answers.](#)
- 7 : [Research Analyst Interview Questions and Answers.](#)
- 8 : [Spatial Data Interview Questions and Answers.](#)
- 9 : [Pre Employment Screening Interview Questions and Answers.](#)
- 10 : [Emotional Intelligence Interview Questions and Answers.](#)

Follow us on FaceBook

www.facebook.com/InterviewQuestionsAnswers.Org

Follow us on Twitter

<https://twitter.com/InterviewQA>

For any inquiry please do not hesitate to contact us.

Interview Questions Answers.ORG Team

[https://InterviewQuestionsAnswers.ORG/
support@InterviewQuestionsAnswers.ORG](https://InterviewQuestionsAnswers.ORG/support@InterviewQuestionsAnswers.ORG)