Assignment

As the year and term come to an end, you are charged with the responsibility of managing the atmosphere. For the event, you are required to:

1. Ensure the venue is well-lit and organized.
2. Manage the crowd and ensure that everyone is safe.
3. Ensure that all guests are provided with necessary refreshments.
4. Make sure that all activities are conducted in an organized manner.

Instructions:

- Ensure that all equipment is set up and ready for use.
- Keep a close eye on the crowd and provide security if necessary.
- Make sure that the refreshments are well-stocked and available.
- Coordinate with the event organizers to ensure that all activities run smoothly.

Questions:

1. What is the primary responsibility of the event manager?
2. How can the manager ensure that the event runs smoothly?
3. What are some of the challenges that the manager might face during the event?

References:

1. [Conference Planning Guide](https://www.eventmanagement.com/)
2. [Security Management Techniques](https://www.securitymanagement.com/)
3. [Refreshment Management Tips](https://www.eventplanning.com/)

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