

# EVENT PLANNING

## PRACTICE INTERVIEW QUESTIONS

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The following is a list of typical questions that you might be asked during an employment interview for an event planning position. Read through the questions and prepare appropriate answers that reflect your experiences and knowledge. Be sure to include specific examples from "real life" experiences, including internship(s), in your answers. To gain further practice with interviewing, contact the University Career Center to schedule a mock interview.

1. How did you become interested in Event Planning?
2. How has your education prepared you for a career in Event Planning?
3. Please describe a specific situation when you worked with a difficult/demanding customer, how did you handle it, what was the result?
4. Pretend I am inquiring with you about managing my upcoming event; what kinds of questions would you ask me?
5. How will you develop relationships with contractors and servicing businesses in your area?
6. What are the ways that you creatively market your skills and event planning services?
7. Please give me an example that demonstrates your ability to manage details well.
8. What is the largest event you have planned or played a role in planning and managing?
9. What type of event planning most interests you? Corporate? Social events?
10. What is your perception of a typical day as an Event Planner?