

## ***104 Study Questions***

1. What are some goals of effective scheduling?
2. How do priority policies and guidelines affect booking and scheduling?
3. What is the role of priority policies and guidelines?
4. What techniques does the booking manager use to attract events?
5. How do move-in and move-out requirements affect booking and scheduling?
6. Define the basic terminology of booking, e.g., tentative dates, confirmed dates, etc.
7. “This is a relationship business” is a common saying in this business. How does it apply to booking?
8. How does the first amendment affect booking policies?
9. How should building managers deal with free rentals requests?
10. Explain the importance of effective communication in booking events.