**Task 10 - Your task**

In this task you have been given a few tasks from the General Manager and your supervisor, Mitchell.

Check your email for a message from Ben Davies, the General Manager. He has a task for you to carry out. There are several activities within this task, so you will be busy.

The annual Anjark Services awards dinner and presentation is to be held at the local conference centre. Because you have become a reliable worker, you will be independently working on organising this event.

Your duties will include:

* Organising the printing of invitations and the awards program.
* Sending the invitation for the awards dinner to staff members in each department.
* Emailing staff members a few days before the RSVP deadline to remind them to respond if they have not yet done so.
* Sending a map and program for the dinner closer to the date.
* Sending regular emails to the events manager at the conference centre.

Full instructions are in Ben Davis’ email.

You are also to completethe quiz that is linked to the Intranet in this task.

**What you must do:**

Refer to the Task Planning Sheet to assist you in completing this task.