Global Connection Seminar

Action Planning – Events

Task: Help \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ complete the event planning process for his or her action.

Part I: Event Planning

Assume one of the following roles under the guidance of your team leader.

1. Venue, Date, Time – Team Leader
2. Budget Manager
   1. Creates a list of all things needed for event to be successful
   2. Determines price of each item and total cost to leader
3. Designer
   1. Creates print ads for event (if don’t know dates yet, design everything else)
   2. Considers target audience – one print ad to hang throughout school, one to send to community
4. Community Outreach
   1. Creates a list of community leaders/organizations that could help
   2. Creates a list of community leaders/organizations that should be invited
   3. Organizes list to include specific contact information (phone and email) for team leader
5. Writer - Composes emails/business letters to send to community members or organizations that could help

When you complete your task, go over it with your team leader, and make necessary corrections based on their opinion. Once approved, move on to the Evidence Binder. Have the Team Leader assign you a task to help him/her create an exemplary binder.

Part II: Evidence Binder Materials

Help the team leader create a binder that exemplifies and provides evidence of your event:

* Attendance log
* Marketing tools
* Pictures
* Video
* Information about sponsors or participants (community members or organizations)
* Recommendation from someone who you worked with to create your event
* Reflection

**Evidence binders will be critiqued by panel judges and factored in to your final presentation grade.**

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