



Appreciation Day

Event and Activity Planning

OBJECTIVES: Members will plan an event or activity.

DESCRIPTION: During the year, your chapter conducts activities such as chapter meetings, banquets, fundraisers or socials. There is a lot of planning that must take place to assure that the activity is successful.

GUIDING QUESTIONS

1. What are you planning to do?
2. Why do you want to do this activity?
3. When and where will the activity or event take place?
4. Who will benefit from the activity?
5. Will the activity be worthwhile? How will you know?
6. Who needs to approve the activity?
7. When will the basic planning be completed?
8. What funds are needed? When will the money be needed? Who will arrange for getting the money?
9. What kind of publicity is needed? When is it needed?
10. What committees are necessary? (List the committees, tasks, chairpersons and deadlines.)
11. Who deserves special thank-you note? Who will write the thank-you notes and when will it be done?

PLANNING THE ACTIVITY

- Make a list of all the tasks that need to be completed before the activity begins. Be very thorough.
- Consider the answers to the guiding questions listed above and be sure to include:
 - Budget – cost of activity
 - Publicity and advertising
 - Space and facility needs
 - Materials and equipment
 - Chaperones and security
 - Help needed
 - Timing – When do things need to get done?
- Look at the list and determine when each task needs to be completed. For example, decorating the gymnasium can only occur the night before the dance.
- Consider the specifics that need to be accomplished to complete each task. Create a priority list. Decide which ones need to be done first. For example, if you need to secure the gymnasium, complete the reservation form and turn it into the appropriate person.
- Establish completion dates, chairpersons and committees.
- Take the necessary steps to implement the task in the timelines outlined.



Suggested Activities

After the teacher has presented the content outlined above, students can apply what they have learned by:

- Competing in a relay race where students put the activity steps in order from first to last.
- Using a teaching strategy called “Person on the Scene.” The students, in pairs, role-play a reporter and a person on the scene. The reporter asks the person on the scene questions about event planning and the person on the scene responds with information about the process of event planning. An example of a question might be “What does it take to organize an event like this?” This is a creative way to have students review the process.

Conversation Skills

- After the information about conversation skills has been taught, facilitate a “Karaoke” strategy. In small groups, students create a rap or song using the information about conversation skills.

Effective Sound Bites

- Have students create a video of their sound bites.
- Have a class competition to recognize those students who can create and deliver an effective sound bite.
- Have students create an infomercial about SkillsUSA as a class project.

Motivating Members

- Conduct a “Bring a member to the meeting” competition at your school.
- Have students role-play persuading other members to participate in activities.
- Participate in a mock planning session followed by an evaluation exercise. Students and the teacher could debrief the planning process to assess the successes and challenges of the process.
- Participate in an actual class activity or project. Students could be broken up into committees, plan their committee’s tasks by developing task lists and timelines, and implementing their plan. Sample projects could include educational programs for elementary school children relating to the content of the course, fundraising project for a class field trip, “fun day” or community service project.
- Create activity binders or an organizational system. There are samples of planning templates online that can be used as a resource. The students can then test the system when conducting a project.