Event Planning

Description

Students will create a plan for an event based on the scenarios listed in the Guidelines.

Type of Event

Individual or Team

Guidelines

- Presentation should be between 3-5 minutes.
- Teachers may not coach students during presentations.
- Presentation should utilize a visual representation. (Visual representation options include, but are not limited to, portfolio, display, website, PowerPoint, Prezi, iMovie, Google Slides.) Students must bring their own technology for the presentation.
- Presentations must include:
    o Budget
    o Timeline
    o Sample Invitation
- Choose from the following scenarios to plan your event
    o **Fundraiser:** Pick a charity or cause of your choosing. Budget is $500. Your goal is to raise money for this charity/cause. You should cover your expenses ($500) and raise at least $1,000.
    o **Product Launch:** Your team has developed a product they wish to sell at school. Budget is $500 to host an event to advertise the new product. It must be school appropriate.
    o **Celebration (graduation, quinceanera, etc):** Budget is $500. Must be school appropriate. 3 hour event.
    o **Community Service:** Plan a community service event with students in your ACE class. Budget is $500. 4 hour event.

Depending on the event, there are many details to consider that include: budget, dates and alternate dates, event sites with reservations, themes, speakers, decorations, food/drink, security, parking, clean-up, etc. In other words, it's all in the details!

Technology Notes

- Students will give presentations using their own device. **NO technology will be provided the day of the event.**
- Please **do not bring projectors** - students will present using their individual computer screens.
- If no device is available, students should provide printed presentations for judging.

Evaluation

- Students will be scored using the rubric on the following page. Please review rubric for specific criteria to include in presentation. Teams will receive **one** score for the entire team.
- In every event, students are expected to present themselves in a professional manner.

Accommodations

- Appropriate and reasonable accommodations will be made to address individual student needs. Requests must be made in DLG when registering for the conference. At the time of registration, please also contact Ashlin Montgomery, (SC)² State Advisor at: amontgomery12@cherrycreekschools.org to initiate the required board approval process for accommodations.

Scoring

- **Teams with the top three scores in this event will receive a gold, silver, or bronze medal.**
- **All teams:**
    - Scoring between 100-90 will receive a gold certificate
    - Scoring between 89-80 will receive a silver certificate
    - Scoring between 79-70 will receive a bronze certificate
    - Scoring 69 and below will receive a participation certificate

Event Planning

Grading Rubric

What is being evaluated:	EXCELLENT	ABOVE AVERAGE	AVERAGE	LIMITED	Points Awarded
Timeline	**30** ● Clear, thorough, & detailed timeline	**29-24** ● Clear, detailed timeline	**23-19** ● Timeline somewhat muddled	**18-0** ● Does not demonstrate proficiency in development of timeline	
Budget Description	**30** ● Clear, thorough, & detailed outline of all aspects of budget	**29-24** ● Clear outline of most aspects of budget	**23-19** ● Outline of budget somewhat muddled	**18-0** ● Does not demonstrate proficiency in description of budget	
Sample Invitation	**20** ● Sample invitation clearly and attractively presents: ○ purpose ○ description ○ location ○ time ○ RSVP	**19-16** ● Sample invitation includes: ○ purpose ○ description ○ location ○ time ○ RSVP	**15-14** ● Invitation missing 1-2 important elements	**13-0** ● Invitation unclear and/or missing 3 or more elements	
Quality of Visual Presentation	**10** ● Seamless integration into presentation ● Excellent overall appearance ● Proper mechanics throughout	**9-8** ● Coherently referenced during presentation ● Above average overall appearance ● Few errors in mechanics	**7-6** ● Visual not referenced during presentation ● Average overall quality ● Many errors in mechanics	**5-0** ● Does not demonstrate appropriate quality of work ● Does not use in presentation ● OR no visual presented	
Attitude Appearance	**10** ● Positive attitude ● Expresses enthusiasm ● Dressed for business ● Makes eye contact with audience ● Evidence of equal input/effort from all participants	**9- 8** ● Attitude/ enthusiasm above average ● Dress/Eye contact above average ● Evidence of nearly equal input/effort from all participants	**7-6** ● Attitude/ enthusiasm average ● Dress/Eye contact average ● Evidence of unequal participant input/effort	**5-0** ● Does not demonstrate professionalism in attitude or appearance ● No evidence of teamwork	
Final Score:					

Judges, please total scores using whole numbers only.
Please write additional comments on the reverse side of this paper.