

It is April 15th and your group is in charge of planning your Senior Prom at a venue of your choosing in downtown Seattle. Prom will be on May 15th, which is a Saturday night. Dinner and dessert must be included for your anticipated 550 guests. You can have dinner catered from an outside business. Your prom ticket sales **MUST** cover all of your expenses for the event. Organize a plan to pull off this event.

Your group will need to make a one-month calendar, a cost/budgetary breakdown of all items, resources used (websites, etc), and a list of anticipated issues or hang-ups in order to show how you will most reasonably plan for the night.

Agenda Items:

- Brainstorm everything your group needs to do (hire catering, find venue, recruit chaperones, etc) and make a list. Divide responsibilities on that list among your group members.
- Make a schedule to sell tickets
- Hire 3 forms of entertainment (DJ, games, etc)
- Rent a venue, hire catering company
- Purchase decorations (put all items in a cart on Amazon)
- Figure out total cost and decide on what ticket prices should be.
- All expenses need to be accounted for!

ORGANIZING AN EVENT - GROUP PROJECT

DUE 10/29/2018

It is May 1st and your group is in charge of planning the IB Physics overnight field trip for 100 students and 12 chaperones to Silverwood Theme Park in Coeur d'Alene, ID on June 1st. Dinner, hotel rooms (4 students to a room and 2 chaperones to a room), 3 coach buses, and Silverwood Theme Park entrance fees must be included in the per student fee. Chaperones are not charged to attend but their cost is split among the students. Your cost per student **MUST** cover all of your expenses for the trip. Organize a plan to pull off this event.

Your group will need to make a one-month calendar, a cost/budgetary breakdown of all items, resources used (websites, etc), and a list of anticipated issues or hang-ups in order to show how you will most reasonably plan for the trip.

Agenda Items:

- Brainstorm everything your group needs to do (hire catering/find dinner, find hotel, park entrance passes, recruit chaperones, etc) and make a list. Divide responsibilities on that list among your group members.
- Schedule a meeting with all students and chaperones
- Find a hotel, hire catering company or find a restaurant
- Book buses
- Figure out total cost and decide on what the cost per person should be.
- All expenses need to be accounted for!

ORGANIZING AN EVENT - GROUP PROJECT

DUE 10/29/2018

It is May 15th and your group is in charge of planning an end of the year banquet and silent auction at a venue of your choosing in the Sammamish/Issaquah/Snoqualmie area. The banquet will be on June 12th, a Saturday. You will charge a ticket fee per person and your group is expecting 300 guests. You can have dinner catered from an outside business. Your group is also responsible for purchasing items for 10 themed silent auction baskets valued at \$250 each. You must describe how you will acquire the 10 silent auction baskets. Your ticket sales **MUST** cover all of your expenses for the event. Organize a plan to pull off this event.

Your group will need to make a one-month calendar, a cost/budgetary breakdown of all items, resources used (websites, etc), and a list of anticipated issues or hang-ups in order to show how you will most reasonably plan for the night.

Agenda Items:

- Brainstorm everything your group needs to do (hire catering, find venue, recruit items for silent auction baskets, etc) and make a list. Divide responsibilities on that list among your group members.
- Make a schedule to sell tickets
- Rent a venue, hire catering company
- Purchase decorations (put all items in a cart on Amazon)
- Figure out total cost and decide on what ticket prices should be.
- All expenses need to be accounted for!

It's the end of March and everyone hates life, teachers have been grinding since Winter break and Spring break feels like a lifetime away. It's time for some gratitude, and thus teacher appreciation week. Your task is to plan a week of events and/or small ways to say thank you to the faculty and staff. Everything will take place at Skyline during the school day. The dates are March 18-22. There needs to be 1 catered lunch that you will have to budget and plan for. The week should also include gift bags and possibly an event, like a car wash for teachers or massages on prep periods. Again, these are examples and as a group you can decide what you think is appropriate. You will have a budget of \$2000 for the week. Not everything needs to cost, for example, teacher notes cost nothing.

Your group will need to make a one-month preparation calendar, a "week of" calendar, a cost/budgetary breakdown of all items, resources used (websites, etc), and a list of anticipated issues or hang ups in order to show how you will most reasonably plan for the event.

Brainstorm everything your group needs to do (hire catering, events, where each event will be held, supplies needed, etc) and make a list. Divide responsibilities on that list among your group members.

- Make a schedule
- Hire catering company
- Purchase supplies (put all items in a cart on Amazon)
- Figure out total cost.
- All expenses need to be accounted for!
- create an announcement email to the teachers with dates throughout the week.

POSTER EXAMPLE

Title			
Create a <u>30 day</u> planning calendar here.			
Roles of group members	Budgetary Items (purchased/rent /reserved)	Resources Used (websites, <u>etc</u>)	Anticipated Issues

