

**Event Planning** (2-member *team event*), that recognizes participants who apply skills learned in career field courses to manage the costs of an event. An event is defined as any chapter, school or other organization occasion with financial challenges. Event must be completed by March 1.

## EVENT CATEGORY

Occupational

## TIME REQUIREMENTS 30 minute

1. Set-up – 5 minutes
2. Judges Review – 10 minutes
3. Oral Presentation – 10 minutes
4. Evaluation Interview – 5 minutes

## RULES

1. May use hardcopy portfolio or electronic portfolio.
2. Hardcopy portfolio must use FCCLA STAR Events binder using 8 ½” x 11” paper
3. Electronic portfolio must use Ohio power point template.
4. Must use the FCCLA Planning Process
5. Must provide evidence of completion of event.

## PORTFOLIO SET-UP

Project Identification Page (1 page or 1 slide)	Participant Name Chapter Name Project Title
Table of Contents (1 page or 1 slide)	List portfolio content in order
FCCLA Planning Process Summary Page (1 page or 2 slides)	Summarize how steps of the <i>Planning Process</i> was used to plan and implement the project

## PORTFOLIO

Content Divider Pages (4 page or 4 slides)	Profile of Event Financial Plan Event Information Evidence Resources
Profile of Event (3 pages or 5 slides)	Profile of Upcoming Event Type of Event Date Description of Members Roles Goal Statements Description of priorities of the Event Summary of Challenges
Financial Plan (2 pages or 5 slides)	Workable financial plan
Event Implementation Evidence (10 pages or 15 slides)	Event Plan template Must include work schedules Implementation plan Supplies Evidence – photos – charts -etc.

# EVENT PLANNING



Resources (2 pages or 3 slides)	Minimum of 6 resources Use Resource Summary Template
Appearance	Neat Legible Professional Use correct grammar and spelling

## PRESENTATION

Presentation	Introduces self and event Speaks clearly Appropriate body language Proper use of grammar, mannerisms, eye contact
Professional Dress	Professional white shirt Black bottoms (slacks, skirt, sheath dress) Shoes (black preferred) FCCLA red blazer optional for Regionals Neckwear options can include the neckwear from the official emblematic supplier; black bow tie; single strand of pearls; red, black, and/or white scarf; or no neckwear If Culinary Team - Official Culinary uniform
Organization/Delivery	Portfolio is: <ul style="list-style-type: none"> <li>•Organized</li> <li>•Sequential</li> <li>•Concise</li> </ul>
Knowledge of Subject Matter	Explain: <ul style="list-style-type: none"> <li>•Planning</li> <li>•Budgeting</li> <li>•Management of costs</li> </ul>
Explanation of Financial Plan	Explain how dollars were generated and allocated
Summary	Explain implementation of the event



# EVENT PLANNING



<b>Chapter Number:</b>	<b>Student Name:</b>
	<b>Student Name:</b>

**Must score 0 – 1 - 2 (no half points please)**

<b>PORTFOILO SET-UP</b>	<b>Pts</b>	<b>Comments</b>	<b>Total 10 Points</b>
Professional presentation - presentation cover or notebook binder or official power point template			
Correct number of pages/slides			
Project Identification			
Table of Contents			
FCCLA Planning Process Summary Page			
<b>Deduction: MUST be explained below</b>			
<b>CONTENT DIVIDER PAGES</b>	<b>Pts</b>	<b>Comments</b>	<b>Total 10 Points</b>
Profile of Event			
Financial Plan			
Event Implementation Evidence			
Resources			
Contains graphic element or thematic decoration			
<b>Deduction: MUST be explained below</b>			
<b>PROFILE OF EVENT</b>	<b>Pts</b>	<b>Comments</b>	<b>Total 10 Points</b>
Type of Event and Date			
Description of Roles			
Goal Statements			
Description of Priorities of the Event			
Summary of Challenges			
<b>Deduction: MUST be explained below</b>			



# EVENT PLANNING



<b>Chapter Number:</b>	<b>Student Name:</b>
	<b>Student Name:</b>

**Must score 0 – 1 - 2 (no half points please)**

FINANCIAL PLAN	Pts	Comments	Total 10 Points
Workable Budget			
Cost of Items			
Organized Budget Template			
Information Provided for Goods and Services			
Sources of Suppliers			
<b>Deduction: MUST be explained below</b>			
EVENT IMPLEMENTATION EVIDENCE	Pts	Comments	Total 10 Points
Event Plan Template used			
Detailed Work Schedule			
Implementation Plan			
Supply and Service List			
Evidence Event Took Place			
<b>Deduction: MUST be explained below</b>			
RESOURCES	Pts	Comments	Total 10 Points
Resource Summary Format used			
Minimum of 6 resources			
Professional Appearance			
Variety of Resources			
Summary of Learnings			
<b>Deduction: MUST be explained below</b>			



# EVENT PLANNING



<b>Chapter Number:</b>	<b>Student Name:</b>
	<b>Student Name:</b>

**Must score 0 – 1 - 2 (no half points please)**

APPERANCE	Pts	Comments	Total 10 Points
Professional introduction			
Professional appearance			
Eye contact			
Uses correct grammar and pronunciation			
Portfolio organization			
<b>Deduction: MUST be explained below</b>			