

Name Norma Lopez Topic: Event Planning Presentation Teacher Melogno
Classroom Theme:

“Under the Cherry Blossoms”
winter formal
[-black fabric -7 centerpieces -21 lanterns –pins –name cards]

EQ:

What is most important in planning a successful social market event?

[most important ☞ factor that creates a successful event ☞ an event enjoyed by the guests and client.]

Introduction

Sponge Activity:

1. What is the activity: A question involving the whole classroom to interact.
2. How it will be done (materials included): slide on PowerPoint.
3. How the activity relates to answer: I am not exactly sure of the question I am going to ask but it will be something like, what events have you been to lately?

Time: 5 min

Introduction:

I will introduce my senior topic, Event Planning. I will then introduce myself and give a bit of background information why I decided to do this as my senior topic, Then I will move on to my essential question and its definition (most important, successful & social market event.) Then I will conclude with the agenda.

Time: 5 min

Foundation:

I will take this time to go over the Event Planning industry and go over the roles & tasks an event planner needs to take care of. I will also go over the two different markets an event planner can pursue a career in, social market or corporate. This will explain the different between both and clarify my EQ.

Time: 12 min

Time: 9 min

Time: 9 min

Body (Lecture minimum: 30 minutes)

Answer 2: Creating a Timeline Six Months Prior to the Event.

Information taught:

I will show the class a timeline and emphasize how important it is to start six months prior to a social event, due to the fact that social events tend to be more detail oriented. I will teach them how being organize in planning an event is very important as well as being a successful event planner and planning a successful event.

Answer 3: Post Evaluating Each Event Being Planned.

Answer 1: Planning & Envisioning the Event with an End in Mind.

Information taught:

Learning from previous events and improving future events its really important in the event planning industry, so by evaluating each event planned the success of future events will be determined.

Examples: ASB

Information taught:

I will teach the class the first step an event planner needs to take with the client; answering the 5 w's and how and how that leads to envisioning the event. Then I will talk about how important it is taking under consideration the five senses when envisioning the event.

I will emphasize how important it is to have great communication not only to be a successful event planner but being successful planning a social market event; in order to set a goal and vision for the event.

1. What is the activity: This activity will consist of each group having an iPad. Each iPad will have a powerpoint that will give background information from clients wanting to plan different events. The groups job is to plan the event using timelines and evaluating the event.
2. How it will be done: I will create about four different powerpoints with different type of social events and they will have 30 minutes to complete a keynote with their planning.
3. How the activity relates to answer: Each answer will be part of the overall planning.
4. All materials for activity:
 - 8 iPads
 - timeline outlines

Answer 1, 2 & 3 Activity.

Time: 30 min

Time: x min

Time: x min

Foundation Activities (Activities must answer EQ)

Conclusion

- Best Answer: Timing: 4 min Three Meaningful Sources
- Planning Made Easy by Jodi Wolf, Paulette, Donielle Levine
2. Colette's at the Meridian club, service learning with April Nixon & Edgar Sabinon.
 3. Natalie Octa from Moonlight Event

Timing: 2 min1. Event

(Brief explanation about which answer you think is the best and why. Speaking length should be 2-5 min.)

ANSWER 1.

Product:

Timing: 4 min

Timing: 2 min

Conclusion: (Summarize this section of the presentation in a few simple sentences. Speaking length should be 2-3 min.)

The success all ASB events had this school year; winter formal, scare faire & iFest. My product really signifies the hard work we put to make this years events better than other years, the success showed by the feedback we got back and it really did mean a lot.

Summarize my EQ & best answer and overall experience.