

## Event Planning

### Objective:

Student will become responsible for planning, promoting, fundraising, executing, evaluating and volunteering for an Health & Human Services Academy event. You must be involved with more than one event. (e.g. plan one, volunteer for another. )

1. **Planning-** create a written plan for the event. It must answer the questions Who, what, when, where and why, and HOW.

**Evidence:** submit written plan

2. **Promotion-** create a flier, PowerPoint, poster, presentation or anything that helps promote the event

**Evidence:** submit copy of promotion material

3. **Fundraising-** this may or may not be a part of the event. If it is, make sure the cost and profit information is listed in your plan.

**Evidence:** printout of money deposited into ASB account

4. **Execution-** Do the event!

**Evidence:** the event

5. **Evaluation-** write a brief statement describing the event. What worked well? What needs to be changed next time to make it work better?

**Evidence:** submit written statement