

Core Competency: Event Planning

Instructors:

Brittany Avant; National 4-H Conference Youth Leadership Team Member

Jessica Gladson; 4-H / Youth Educator, University of Wyoming Extension

Sarah Kotzian; Extension 4-H Assistant, North Carolina State University

Sergio Martinez; National 4-H Conference Youth Leadership Team Member

Supplies Needed: Flip Chart Paper, Markers, Tape, Bag of mixed candy with 5 different types of candy (10 pieces of 5 different types of candy for a group of 50), event topics for youth to choose from (customize to the group you are working with), bag or box to put topics in

Room Set Up: Rounds of 10 (adjust to fit your group size), with floor space for youth to spread out and work if they choose.

Time: Ideally 1.5-2 hours. We were only given 1 hour for National 4-H Conference

As Group Arrives: As group arrives have youth select a piece of candy from the basket. Ask them to not yet eat the candy.

Introduction: Today we will be learning about how to effectively plan an event. A big part of event planning is thinking about everything that needs to be accomplished and creating a timeline to work from. Time spent planning ahead for an event will result in a well-run event where people have a positive experience.

We all have busy lives; therefore, when planning an event it is important for us to have an effective timeline that we stick to in order to make sure that all the details in planning an event are taken care of. Today we have two objectives for our time together:

Objectives:

- Teens will be able to identify the various aspects associated with event planning (facility, transportation, program, evaluation, registration, etc) and the individual steps and considerations related to each aspect.
- Teens will be able to build a project management timeline for an event.

Activity:

- What do you think some things are that are important to consider when planning an event? (Let group brainstorm and write ideas on a flip chart. Make sure youth think about things such as the audience they are

planning an event for, location, date, money, purpose of event, volunteers, evaluation, registration etc.)

- You can look at the list and see that there are many things you must think about when planning a quality event. (Recap the items on the list). Whether the event is an ice cream social to celebrate the end of your club year or a service project for National 4-H Week, proper planning is critical.
- Part of planning is creating a timelines from which to work. The easiest way to create a timeline is to look at your event date, make a list of things that need to be done and work backwards. So for example, if I wanted my event to be held, January 15th, I would need to make a list of everything that needed to be done (refer to the list the youth brainstormed earlier) look at this list and work backwards from the January 15th date. It is important to create a timeline that allows for plenty of time, because there will be obstacles or other projects or commitments that will disrupt your timeline. Allowing for plenty of time helps make sure that everything is completed and completed to the best of your ability.

Group Project:

- In just a minute we are going to divide into small group (no more than 10 in each group). When you came in you selected a piece of candy. When we ask you to, please move and join the people who selected the same type of candy as you did. (Say: Snickers will be at this table (show table), Ring Pops will be at this table (show table) Continue until all youth know where they are supposed to be – adjust for the type of candy you are using). Please join your group at this time.
- Great! Now please enjoy your candy if you would like to while continuing to listen. In just a minute we are going to come around with bag. In the bag are event topics as well as a completion date and how much time you have to work on the project. Each group will randomly select an event. The event your group selects will select will be the event which you create a timeline for. The events that are in the bag are:
 - Plan a canned food drive for National 4-H Week. All of the food will be donated on October 19th. You have four months to work on this project.
 - Plan a summer celebration kick off for your 30 member 4-H club for May 15th. You will have two months to work on this project.
 - Plan a one night, two day teen lock in for your County 4-H Council for 40 people. This event will take place on August 1st and 2nd and you will have six months to work on this project
 - Plan a club meeting where the focus will be on writing Hero Pack letters for service members and their children. You will need to write at least 100 letters in your 20 member club. You will have 1 month to plan this event

- Plan an afternoon trip to a local nursing home to deliver crafts your club made in a previous club meeting. 15 club members will join you for this outing and you will have 2 months to plan the event.
- Plan a 2 hour summer fun workshop preparing healthy snacks. You will have 10 teenagers in this class and will have 3 months to prepare for it.
- Now it's your turn! We have flip chart paper and markers to help you prepare your timeline based on the event topic your group selected. You will have # of minutes (customize based on how long you have together) to work on this project. We are here to help answer any questions you may have. Be sure to consider the items on the list you brainstormed earlier. After # of minutes we will come back together to share. You will have # of minutes to share with the group.
- GROUP WORK – float around to help monitor progress & answer questions.

| Group Share:

- We know that you didn't have long to work on this and don't expect this to be perfect, but we want to give each group a chance to share. When it is your groups turn, please share your event topic and your timeline. Remember each group have # of minutes to share.
- (Groups share – clap after each presentation).
- What are some things that you noticed each timeline had in common (examples: you needed volunteers, money, a clear plan – whatever it was that each timeline had in common).
- What are some barriers that could have prevented our timeline from going as smoothly as we had planned?
- How could you overcome those barriers?

| Wrap Up:

- What surprised you about creating your timeline and why did this surprise you?
- What is one thing you learned about planning an effective event?
- How will you use what you have learned to help plan an event in your community?
- How did you learn to work with people who had different ideas than you did? How did you reach consensus on developing your timeline?
- Thank you for coming. We have enjoyed our time with you and hope that you have learned skills that you can take back to your home community and use!