

Event Management



Event Management is an *individual* or *team event* that recognizes participants who apply skills learned in Family and Consumer Sciences courses to plan an event for an educational institution, community or non-profit organization, business, or government institution. Participants must prepare a portfolio and oral presentation. Level 2 and 3 participants will also complete an event volunteering experience.

EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9-10 Level 3: grades 11-12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

- 1. Review "Eligibility and General Rules for All Levels of Competition" on page 85 prior to event planning and preparation.
- 2. Participants must have completed a course or a unit in consumer management or financial education in a Family and Consumer Sciences program or must have completed a unit of the FCCLA Financial Fitness national program.
- 3. The event must be planned for an educational institution, community or non-profit organization, business, or government institution. Level 1 and 2 projects do not have to be implemented, but must be planned to take place between July 1, 2019 and June 30, 2020. Level 3 projects must be completed prior to the National Leadership Conference.
- 4. Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for audiovisual or electronic portfolio presentation.
- 5. National Leadership Conference participants will view the online orientation video found on the official FCCLA YouTube channel, available in early June. Each entry must complete and submit the required form to the event room consultant at the time of competition. Only one form per entry is required. Contact State Advisers for orientation procedures for competitions prior to National Leadership Conference.

GENERAL INF	ORMATION							
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
					Review Time			
1 -3	Portfolio,	Table – yes	Official dress	5 minutes	10 minutes	1-minute	5 minutes	35 minutes
	Oral	Electrical	-or-		prior to	warning at 14		
	Presentation	Access – no	Professional		presentation	minutes;		
		Wall Space -	dress			stopped at 15		
		no	appropriate			minutes		
		Supplies - no	to event					

PRESENTAT	ION ELEMENT	S ALLOWED							
Audio	Costumes	Easel(s)	File Folder	Flip Chart(s)	Portfolio	Props/ Pointers	Skits	Presentation Equipment	Visuals

Procedures and Time Requirements

Each entry will:	submit a portfolio (hardcopy or electronic) to the event room consultant at the designated participation time.
5 minutes	Participant(s) will have 5 minutes to set up for the event. Other persons may not assist.
10 minutes	Room consultants and evaluators will have 10 minutes to preview the portfolio (hardcopy or electronic) during setup.
10 minutes	The participant must make the <i>electronic portfolio</i> accessible to evaluators.
Participants will be stopped at 15 minutes. The oral presentation is a time for the participant(s) of student event manager, to present to the evaluators, in the role of the client, the event pro	The oral presentation may be up to 15 minutes in length. A one-minute warning will be given at 14 minutes.
	Participants will be stopped at 15 minutes. The oral presentation is a time for the participant(s), in the role
	of student event manager, to present to the evaluators, in the role of the client, the event proposal.
15 minutes	The presentation is intended to be two-way dialogue, as in a conversation or interview, rather than a
	one-way presentation. If audio or audiovisual recordings are used, they are limited to 3 minutes playing
	time during the presentation. Presentation equipment, with no audio, may be used during the entire presentation
5 minutes	Following the presentation, evaluators will have 5 minutes to interview participants.
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for participants.

Specifications

As a student event manager, you approach your client (school administrator, city government staff, business manager, community non-profit director, etc.) with a proposal to implement a new event as a project for your career pathway program. In this project, you must prepare and present a pre-professional portfolio to the event organizers/sponsors, for their approval. Student event managers may not plan events which involve the consumption of alcohol, substances, or the involvement with activities violating local school district policy, which could include weapons, political campaigns, etc. Your project must meet the requirements as listed in the following event specifications, and your presentation to your client is your oral presentation for this event.

Event Volunteering Experience - Required for Level 2 and Level 3 Participants

Each team participant must volunteer at a school or community event in which at least 50 people attend, and which requires a minimum of 2 hours of volunteering service per team member. If all team members volunteer at the same event, only one Event Volunteering Experience Form is required. Submit a summary of the volunteering experience using the provided Event Volunteering Experience Summary Form. The event does not need to be related to the planned project.

Event Volunteering	Using the Event Volunteering Experience form, include the following information. Include a copy of the completed
Experience	form in portfolio, as indicated.
Summary	Event Leadership – who is in charge
	Event Goal and Objective(s)
	How is success measured for this event?
	How many volunteers are utilized at this event?
	How is the event promoted/advertised?
	 What kinds of choices and decisions must the event organizers make? Venue, vendors, décor, marketing, technology, activities, safety, sponsors, etc.?
	How do the event organizers handle the stress of the event?
	What recommendations would you have to improve the event in the future?
	Provide 1-2 Photos of the event documenting your participation

Event Management Specifications (continued)

The event must be n	lanned for an educational institution, o	community or non-profit organization	husiness or government institution				
•	ts do not have to be implemented, but	, ,					
	t be completed prior to the National Lo		, <u>-, -0-5 aa.a 00, -0-6.</u>				
Allowable events	 Holiday events – breakfast 	Leadership conferences with multiple speakers or workshops					
	 Youth or adult athletic tournaments – wrestling, softball, rodeos, etc. Youth or adult non-athletic competitions/tournaments – speech, music, etc. Community festivals or tourism events College, career, or employments fairs Award ceremonies – hall of fame, teacher of the year banquets, etc. 						
Prohibited events	 FCCLA chapter meetings or Individual or family parties Events not meeting the events 	classroom guest speakers					
	Level 1	Level 2	Level 3				
Minimum number of event attendees	50	100	150				
Minimum time requirement of planned event	1 hour – may not exceed 1 day Does not need to be implemented.	3 hours – may not exceed 2 days. Does not need to be implemented.	4 hours – may include multiple days. Must be implemented before the National Leadership Conference.				

Hardcopy Portfolio

The portfolio is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA STAR Events binder obtained from the FCCLA national emblematic supplier. A decorative and/or informative cover may be included. All materials, including the content divider pages, must fit within the cover, be one-sided, and may not exceed 65 pages, as described below. Divider page tabs may extend up to 1" outside the cover. Once a hardcopy portfolio has been turned in to the evaluators, participants may not switch to an electronic portfolio.

Electronic Portfolio

An electronic portfolio may be either in PowerPoint, Prezi, or other electronic format that can be viewed by the evaluators and room consultants prior to the oral presentation. The electronic portfolio and the hardware (method) to view it (i.e., equipment, files, projectors, screens, laptops) will be turned in to the room consultant at the designated participation time. Participants assume the responsibility of providing the technology used to show the evaluators the project. Once an electronic portfolio is turned in to the evaluators, participants may not switch to a hardcopy portfolio. Portfolio may not exceed 77 slides, as described below.

	Appearance	Portfolio must be neat, legible, and professional and use correct grammar and spelling.
1-8 ½" x 11" page	Project Identification Page	Plain paper or slide, with no graphics or decorations; must include participant's
or 1 slide		name(s), chapter name, school, city, state, event name, and project title.
1-8 ½" x 11" page	Table of Contents	List the parts of the portfolio in the order in which the parts appear.
or 1 slide		
1-8 ½" x 11" page	FCCLA Planning Process	Summarize how each step of the Planning Process was used to plan and implement
or 2 slides	Summary Page	the project; use of the Planning Process may also be described in the oral
		presentation.
1	Evidence of Online	Complete the online project summary form located on the "Surveys" tab of the FCCLA
	Project Summary	Portal, and include signed proof of submission in the portfolio.
	Submission	

Event Management Specifications (continued)

1	Evidence of Eligibility	financial educat		or a unit in consumer management or Sciences program or completion of a ogram.			
0 - 8	Content Divider Page Sections	be tabbed, may decorations, an	contain a title, a section name, d/or page numbers. They must	= :			
SPECIFICA	ATIONS BY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3			
Up to 2 8 ½" x 11" pages or 3 slides	Event Volunteering Experience		See requirements under Ev	vent Volunteering Experience section.			
	Event Proposal Introduction	Prepare written proposal introduction, providing a general event description, summary of the client needs and services the event planner will provide.	Prepare written proposal introduction (see Level 1) and include participant/team event experience. Only current information, educational level and experiences should be included. Format may be of participant's choice.	Prepare written proposal introduction (see Level 1) and include participant/team resume, including references listed (no letters of recommendation required). Only current information, educational level and experiences should be included. Format may be of participant's choice.			
	Event Goal, Objective(s) and Evaluation	measurable, attainable,	objective(s) that are specific, realistic, and timely. Include used to determine event	Provide event goal and objective(s) that are specific, measurable, attainable, realistic, and timely. Include evaluation criteria to be used to determine event success. Include sample of evaluation tool.			
	Event Dates and Background Research	Determine event date options.	Determine event date options and provide pertinent background research to support holding the event.	Determine event date options and provide pertinent background research to support holding event. Include information on any similar events or community data to support event.			
	Space facility ma diagrams, weather p restroom a to support	Include selected facility maps or diagrams, inclement weather plans, parking restroom access, etc. to support venue choice.	II	e/facility. Provide facility maps or plans, parking, restroom access, etc. to			
	Event Personnel Chart	Include an organizational successfully implement	ude an organizational chart and brief role description of personnel roles required to essfully implement the event.				
	Health and Public Safety		escribe the plans to address health, public safety, or crisis management during the event.				
	Planning and Implementation Timeline	Create a planning and in must be included.	Create a planning and implementation timeline using the provided template. All information must be included. Provide demographic information on who is expected to attend and recruitment strategies. This may include, but is not limited to, demographics such as gender, age, income, education evel, location, marital or parenting status, etc.				
	Target Attendees and Recruitment Strategy	This may include, but is					
	Sponsor/ Advertiser/ Exhibitor Recruitment	Identify potential sponsors, advertisers, and exhibitors	Identify potential sponsors, advertisers, and exhibitors, provide 1 recruitment sample method				

Event Management Specifications (continued)

	Volunteer	Explain the role of	Explain the role of volunteers	Explain the role of volunteers in
	Recruitment	volunteers in event	in event implementation,	event implementation, recruitment
	Strategy	implementation and	recruitment methods,	methods, volunteer duty
		recruitment methods.	volunteer duty descriptions	descriptions and time requirement
			and time requirement	and training information
	Projected	Estimate attendance and	explain method of determining th	nat number.
	Attendance			
	Suppliers and		ers and vendors for items such as	food and beverage, decor,
	Vendors	entertainment, paid staff,		
	Activity Schedule	• •	ule of activities for the event.	
	Event Marketing	Describe pre, during,	Describe pre, during, and post	Describe pre, during, and post event
Up to 50 8 ½" x		and post event	event promotion. Include	promotion. Include logo design,
11" pages or 60		promotion. Include logo	logo design, poster design,	poster design, and 3 samples each
slides, continued		design, poster design,	and 2 samples each (pre,	(pre, during, post) of social media
Silues, continued		and 1 sample each (pre,	during, post) of social media	posts.
		during, post) of social	posts.	
		media posts.		
	Miscellaneous	·	rtinent details specific to this eve	1
	Projected Budget	Include projected	Include projected budget with	Include projected budget with three
	and Options	budget including any	two pricing tiers (Option A	pricing tiers (Option A, B, or C to
		required deposits and	and Option B) including any	reflect low, medium, or high costs)
		costs associated with	required deposits and costs	including any required deposits and
		travel, lodging, mileage,	associated with travel,	costs associated with travel,
		food, etc. Format may	lodging, mileage, food, etc.	lodging, mileage, food, etc. Format
		be of participant's	Format may be of	may be of participant's choice.
		choice.	participant's choice.	

Presentation to Clients (Oral Presentation)

The oral presentation <u>may be up to 15</u> minutes in length. A one-minute warning will be given at 14 minutes.

Participants will be stopped at 15 minutes. The presentation is a time for participant(s) in the role of student event manager/management team, to present to the evaluators, in the role of clients. The presentation is intended to be a two-way dialogue, as in a conversation or interview, rather than a one-sided presentation. The *portfolio* will be used by the participant during the presentation. If audio or audiovisual recordings are used, they are limited to 3 minutes playing time during the presentation. *Presentation equipment*, with no audio, may be used during the entire presentation.

SPECIFICATIONS BY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3			
Knowledge of Event Planning and Management	Demonstrate knowledge of planning, budgeting, and managing costs of an event.	Demonstrate knowledge of planning, budgeting, and managing costs of an event. Explain which national FCCLA program which could be used to implement project.	Demonstrate knowledge of planning, budgeting, and managing costs of an event. Explain which national FCCLA program which could be used to implement project. Identify FCS career pathway connections.			
Organization/Delivery Use of Portfolio	Use portfolio to describe al	eliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize research. se portfolio to describe all phases of the proposal/project and to enhance the presentation.				
Body Language/ Clothing Choice	Use appropriate body langu	see appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling f notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the resentation.				
Grammar/Word Usage/ Pronunciation	Use proper grammar, word	usage, and proper pronunciation.				
Responses to Evaluators' Questions	Provide clear and concise a presentation.	nswers to evaluators' questions regardi	ing project. Questions are asked after the			



STAR Events Point Summary Form

ter	State	Team #	Station #	_ Level
	nation at top is correct. If a student nam v, write "No Show" across the top and re			
•	sentation, the room consultants must ch ow and fill in the boxes.	eck participants' dis	play using the criteria	and
	f presentation, verify evaluator scores a verification. Place this form in front of ner.			
•	etition in the room, double check all sco er and turn in to the Lead or Assistant Le		m numbers to ensure a	accuracy. Sor
5. Check with the Lead	d or Assistant Lead Consultant if there ar	re any questions reg	arding the evaluation p	orocess.
ROOM CONSULTANT	CHECK			Ро
Registration Packet 0 or 3 points	Picked up by adviser or de	esignated adult during Yes	scheduled time 3	
Event Online Orientation Documentation 0 or 2 points	Official documentation not provided at presentation time or signed by adviser	Official documentations and signed by	2 tion provided at presenta adviser	ition
Hardcopy Portfolio 0–1 point or Electronic Portfolio	0 Binder is not the official FCCLA binder 0	Binder is th	1 ne official FCCLA binder 1	
0-1 point	Electronic Portfolio not in viewable format to the evaluators	Electronic Portfo	lio in viewable format to evaluators	the
Portfolio Pages 0–3 points	O Portfolio exceeds the page limit	pages or 77 slides of 1 project ID pag 1 table of conte 1 Planning Proce Project Summar Evidence of Elig Up to 8 content	nts page or slide ess summary page or 2 sli y Submission Proof	ded ding: ides
Punctuality 0-1 point	0 Participant was late for presentation	Participant wa	1 s on time for presentatio	n
EVALUATORS' SCORES			ROOM CONSULTANT TO	
Evaluator 1	Initials		(10 points poss	sible)
Evaluator 2	Initials	A	VERAGE EVALUATOR SO	ORE
Evaluator 3	Initials	_	(90 points poss	ible) · .
Total Score	divided by number of evaluators		FINAL SC	CORE
	= AVERAGE EVALUATOR SCORE Rounded only to the nearest hundredth (i.e. 80.00)		Average Evaluator Score Room Consultant T	

Evaluator 1 _____ Evaluator 2 ____ Evaluator 3 _____ Adult Room Consultant ____ Event Lead Consultant ____



Rubric -Level 1

Name of Participant				
Chapter	State	Team #	Station #	Level

PORTFOLIO							
FCCLA	0	1	2	3	4	5	
Planning Process	Planning Process	Inadequate steps in	All Planning Process	s All Planning	Evidence that the	The Planning Process is	
Summary Page	summary not	the Planning Process	steps are presented	Process steps are	Planning Process was	used to plan the project.	
0–5 points	provided	are presented	but not summarized	d summarized	utilized to plan project	Each step is fully explained	
Event Proposal	0	1		2		3	
Introduction	Not included	Includes event descrip	tion but Limit	ed event description, sumn	nary Well-written intro	duction, general event	
0-3 points		missing needs and ser	vices of cli	ent needs and event planne	er description, summ	ary of client needs and	
			servi	ces	event planner serv	rices	
Event Goal,	0	1	2	2	3	4	
Objectives, and	Not included	Goal and objective(s)	are Goal and obj	ective(s) are Goal and o	bjective(s) are Goa	and objective(s) are	
Evaluation		not specific, measural	•		. ,,	rific, measurable,	
0-4 points		attainable, realistic, o		•	•	inable, realistic, and	
		timely; missing evalua	·	,		ely; includes evaluation	
		criteria	evaluation cr	•	• •	**	
Event Dates and	_	0	CVAILACTION	Cvaradtion	1		
Background -		Not included			Event date options are inc	luded	
Research		NOT HICIAGE			Event date options are inc	luucu	
0-1 point							
Venue/Facility	0	1		2		3	
Space	Not included	Space identified but no	maps or other S	pace map or diagram provid	led, but Includes map	s, diagrams, weather	
0-3 points		information provided	n	o other supporting informa	tion plans, parking	g, and restroom access	
					information t	o support choice	
Event Personnel	0	1		2	<u> </u>	3	
Chart	Not included	Limited organizational of	hart with	Organization chart with p	ersonnel Detailed orga	nization chart with	
0-3 points		personnel or role descri	ptions provided	and role descriptions prov	vided personnel an	d role descriptions provided	
Health and Public	0	1	•	2	•	3	
Safety	Not included	Limited health, publ	ic safety or crisis	Health, public safety	and crisis Complete	health, public safety and	
0-3 points		management pl		management plans i		agement plans included	
Planning and	0	1 2	3 4	5	6	7 8	
Implementation	Not included	Includes some	Includes most	Includes all required	•	d and includes all required	
Timeline		required data,	required data,	achievable, tasks are	•	chievable, tasks are well	
0-8 points		unrealistic, tasks are	achievable, tasks ar	· ·	·	uted among team members	
o o pointo		not well distributed	distributed among	in timing	in timi	•	
		among members or in	team members but	•	(111111	·o	
		timing	timing is not realisti				
Target Attendees	0	1	coming is not realist	2		3	
and Recruitment	Not included	Limited demographic in	formation and	Demographic information g	renerally Detailed o	emographic information	
Strategy	Not included	recruitment strategies a		supports event goals. Recru	•	event goals. Recruitment	
O-3 points		reci ultillellt strategles d	•			· ·	
	0		1	strategies are realistic	strategies 2	are realistic	
Sponsor/Advertiser	•	A limited number of	_	N Dataut!=!	=	ore are provided and	
/Exhibitor	Not included	A limited number of spo	nisors, auvertisers and	· ·	rs, advertisers and exhibit	ors are provided and	
Recruitment		exhibitors are provided		support event go	ais		
Strategy							
0-2 points							
Volunteer	0	1		2		3	
Recruitment	Not included	A listing of volunteers is	•	Listing of roles, estimated r		sting of roles, estimated	
Strategy				volunteers, and recruitmen		f volunteers, and	
0-3 points				provided		nt methods provided	
Projected	0		1		2		
Attendance	Not included	Estimated attendance p	rovided	Estimated attend	lance and method of dete	rmining number provided	
0 – 2 points							
Suppliers and	0	<u> </u>	1	<u> </u>	2		
Vendors	Not included	Limited listing provided		Detailed listing	provided for goods and se	rvices	
0 – 2 points		91		. 0			
	0		1		2		
Event Activity							
Event Activity Schedule	Not included	Proposed schedule of a	ctivities provided	Detailed propos	ed schedule of activities p	rovided	

Event Management Level 1 Rubric (continued)

Evant Markatina	0	1		2		3	
Event Marketing 0-3 points	Not included	Did not include pre, o	luring and nost Li	imited description of event	Described nre	during, and post event	
5-5 points	Not included	event promotion plar		romotion or did not docume		cumented logo design,	
		provide samples as re	•	ach sample as required	•	and 1 sample each (pre,	
				1 -1.		f social media posts	
Projected Budget	0	1	2	3 4	<u> , , , , , , , , , , , , , , , , , ,</u>	5 6	
and Options	Not included	Budget but lacks deta	il, missing costs B	udget is limited in detail, includes Detailed lis		g of projected budget	
0-6 points		for significant items,	or is unrealistic so	ome but not all costs	including any i	equired deposits and costs	
		for event					
Appearance	0	1		2		3	
0-3 points	Portfolio is illegible	Portfolio is neat, but	•	ortfolio is neat, legible, and		orofessional, correct	
	and unorganized	grammatical or spelli organized poorly		rofessional, with correct rammar and spelling	grammar and organization o	spelling used with effective	
ODAL DDECEMENTAT	ION	organized poorty	8	raillillai allu spellillg	organization o	Tilliorniation	
ORAL PRESENTAT	ION						
Organization/	0	1 2	3 4	5 6	7 8	9 10	
Delivery	Presentation is	Presentation	Presentation covers	Presentation gives	Presentation covers	Presentation covers all	
0 – 10 points	not done or	covers some topic	all topic elements	complete	information	relevant information with	
	presented briefly	elements	but with minimal	information but	completely but does	a seamless and logical	
	and does not		information	does not explain the	not flow well	delivery	
	cover components			project well			
(manufadas (ff. co)	of the project						
Knowledge of Event	0 Little or no	1 Minimal evidence	2 Some evidence of	3 Knowledge of	4 Knowledge of	5 Knowledge of planning,	
Planning and Management	evidence of	of knowledge	knowledge	planning, budgeting	planning, budgeting	budgeting and managing	
oranagement O-5 points	knowledge	or viiomienke	KIIOWIEUZE	and managing costs	and managing costs	costs is evident and	
o o pointo	MIOWICUSE			is evident but not	is evident and	incorporated throughout	
				effectively used in	shared at times in	the presentation	
				presentation	the presentation		
Jse of Portfolio	0	1	2	3	4	5	
during Presentation	Portfolio not used	Portfolio used to	Portfolio used	Portfolio	Portfolio used	Presentation moves	
0-5 points	during presentation	limit amount of	minimally durin	•	effectively	seamlessly between	
		speaking time	presentation	throughout	throughout	oral presentation	
/oice – pitch,	0		1	presentation 2	presentation	and portfolio	
voice – pitch, tempo, volume	Voice qualities not us	sed Voice	uality is adequate	Voice quality is god	nd hut could Voic	e quality is outstanding and	
0-3 points	effectively	yorke i	quanty is aucquate	improve	plea:	· · ·	
Body Language/	0		1	2	p. ca.	3	
Clothing Choice	Uses inappropriate g	estures, Gestur	es, posture, manneris	ms Gestures, posture,	mannerisms, Gest	ures, posture, mannerisms,	
0-3 points	posture or manneris	ms, avoids and ey	e contact is inconsiste	nt/ eye contact, and cl	othing are eye	contact, and clothing	
	eye contact/inapprop	priate clothir	g is appropriate	appropriate	enha	ince presentation	
	clothing						
Grammar/Word	O	ντ\	1 (2.5) grammatical and	2 Fau: (1, 2) grammat	tical and Dece	3	
Usage/ Pronunciation	Extensive (more than	·	(3-5) grammatical and	Few (1-2) grammat		entation has no grammatical	
Pronunciation 0-3 points	grammatical and pro errors	munciation profiti	nciation errors	pronunciation erro	no Or pr	onunciation errors	
Responses to	0	1	2	3	4	5	
Evaluators'	Did not answer	Unable to answer	Responded to a		Gave appropriate		
Questions	evaluators'	some questions	questions but	adequately to all	responses to	questions were	
0-5 points	questions	•	without ease or		evaluators'	appropriate and given	
			accuracy		questions	without hesitation	
Evaluator's Comm	nents – include two	things done well					
		J				TOTAL	
and two opportu	inities for improvem	ient:				TOTAL	
						(90 points possible)	
						Evaluator #	
						Evaluation Initial	



Rubric -Level 2

Name of Participant				
Chapter	State	Team #	Station #	Level

PORTFOLIO			-				
CCLA	0	1	2	3	4	5	
Planning Process	Planning Process	Inadequate steps in	All Planning Process	All Planning Process	Evidence that the	The Planning Process is	
Summary Page 0–5 points	summary not	the Planning Process	steps are presented	steps are summarized	Planning Process	used to plan the project.	
o 3 points	provided	are presented	but not summarized		was utilized to	Each step is fully explained	
					plan project		
Event Volunteering	0	1	2	3	4	5	
Experience	Not included	Missing information for	Missing	Limited information	Information provided	d Detailed information	
0-5 points		volunteering experience.	information for	provided for	for volunteering	provided for	
		Not all participants	volunteering	volunteering	experience. 1-2	volunteering	
		volunteered at an event	experience.	experience.	photos	experience. 1-2 photos	
Event Proposal	0	1		2		3	
Introduction	Not included	Includes event description	but Limited e	event description, summary	Well-written introd	duction, general event	
0-3 points		missing needs, services, o	r team of client	needs, event planner	description, summ	ary of client needs, event	
		experience		and team experience		nd team experience	
Event Goal,	0	1	2	3		4	
Objectives, and	Not included	Goal and objective(s) are	Goal and objective	-		and objective(s) are	
Evaluation	.iot meraucu	not specific, measurable,	limited, may not	• •		ific, measurable,	
0-4 points		attainable, realistic, or		• •	•		
			attainable, realist timely; includes		•	nable, realistic, and	
		timely; missing evaluation		realistic, or tim	• •	ely; includes evaluation	
Fromt Dates and		criteria	evaluation criteri	a evaluation crite		ild	
Event Dates and Background -		0			1		
Research		Not included		Event date options are	•	research to support event	
0-1 point					is provided		
Venue/Facility	0	1		2		3	
Space	Not included	One facility space identi	ified or two Tw	o facility options and maps	or Includes ty	wo facility options and	
0-3 points	Not meraded	identified but no maps		agrams provided, but no oth		grams, weather plans,	
		information provided		pporting information		nd restroom access	
		illioi illation provided	Su	pporting information			
Event Personnel	0		1		2	on to support choices	
Chart		Limited organizational c	=	واورد	-		
0-2 points	Not included	-	mart with personner of	-	anization chart with pe	ersonnel and role	
0-2 points		descriptions provided	· · · · · · · · · · · · · · · · · · ·	descriptions	provided	ersonnel and role	
Health and Public	0	descriptions provided	1	descriptions	provided 3		
Health and Public Safety		descriptions provided Limited health, public sa	1	descriptions ment plans Complete he	provided 3	crisis management plans	
Health and Public Safety 0-2 points	0 Not included	descriptions provided Limited health, public sa	1 afety or crisis manager	descriptions nent plans Complete he included	provided 3	crisis management plans	
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Event Management Level 2 Rubric (continued)

Suppliers and	Nietinali, ded	0		Datailad listina soci	1		
Vendors	Not included			Detailed listing provided for goods and services			
or 1 point							
Event Activity	Nink in al., do d	0		Datailad assassed a	1	المالة	
Schedule	Not included			Detailed proposed schedule of activities provided			
0 or 1 point						2	
Event Marketing	O National code of	Did not include one		2	Danadhadaa	3	
0-3 points	Not included	Did not include pre,		ited description of event	•	during, and post event	
		event promotion pla	· ·	motion or did not docume each sample as required	•	cumented logo design,	
		provide samples as r	equired of e	each sample as required		and 2 samples each (pre, of social media posts	
Projected Budget	0	1	2	3 4	during, post) c	E E	
and Options	Not included		ail, does not provide 2	Budget is limited in deta	il Dotailed listing	g of projected budget with 2	
0-6 points	Not included	pricing options, miss		includes 2 pricing option		s, including any required	
7-0 points			s unrealistic for event	not all costs	deposits and d		
Appearance	0	1	3 dili cuilstic for event	2	acposits and c	3	
0-3 points	Portfolio is illegible	Portfolio is neat, but	may contain Por	tfolio is neat, legible, and	Neat legible i	professional, correct	
7-3 points	and unorganized	grammatical or spell	•	fessional, with correct		spelling used with effective	
	and anorganized	organized poorly	= :	mmar and spelling	organization o		
ORAL PRESENTATI	ION	organized poorty	Біш	minar and spening	or Burnzuctori o	i illi oli illi di oli	
ONAL PRESENTATI	ION						
Organization/	0	1 2	3 4	5 6	7 8	9 10	
Organization/ Delivery	Presentation is	Presentation	Presentation covers	Presentation gives	Presentation covers	Presentation covers all	
0 – 10 points	not done or	covers some topic	all topic elements	complete	information	relevant information with	
o to bours	presented briefly	elements	but with minimal	information but	completely but does	a seamless and logical	
	and does not	c.cincing	information	does not explain the	not flow well	delivery	
	cover components		mormation	project well	not now wen	delivery	
	of the project			project wen			
Knowledge of Event	0	1	2	3	4	5	
Planning and	Little or no	Minimal evidence	Some evidence of	Knowledge of	Knowledge of	Knowledge of planning,	
Management	evidence of	of knowledge	knowledge	planning, budgeting	planning, budgeting	budgeting and managing	
0-5 points	knowledge			and managing costs	and managing costs	costs is evident and	
•	<u> </u>			is evident but not	is evident and	incorporated throughout	
				effectively used in	shared at times in	the presentation. National	
				presentation	the presentation	program identified	
Use of Portfolio	0	1	2	3	4	5	
during Presentation	Portfolio not used	Portfolio used to	Portfolio used	Portfolio	Portfolio used	Presentation moves	
0-5 points	during presentation	limit amount of	minimally during	incorporated	effectively	seamlessly between	
		speaking time	presentation	throughout	throughout	oral presentation	
				presentation	presentation	and portfolio	
Voice – pitch,	0		1	2		3	
tempo, volume	Voice qualities not us	ed Voice	quality is adequate	Voice quality is go	od, but could Voic	e quality is outstanding and	
0-3 points	effectively			improve	nlaa	sing	
					piea		
	0		1	2	·	3	
Body Language/ Clothing Choice			res, posture, mannerisms	Gestures, posture,	mannerisms, Gest	3 ures, posture, mannerisms,	
Clothing Choice	Uses inappropriate ge	ms, avoids and e	res, posture, mannerisms ye contact is inconsistent	Gestures, posture, eye contact, and c	mannerisms, Gest	3 ures, posture, mannerisms, contact, and clothing	
Clothing Choice	Uses inappropriate ge posture or mannerisr eye contact/inapprop	ms, avoids and e	res, posture, mannerisms	Gestures, posture,	mannerisms, Gest	3 ures, posture, mannerisms,	
Clothing Choice 0-3 points	Uses inappropriate ge posture or mannerisr eye contact/inappropclothing	ms, avoids and e	res, posture, mannerisms ye contact is inconsistent ng is appropriate	Gestures, posture, eye contact, and c appropriate	mannerisms, Gest	3 ures, posture, mannerisms, contact, and clothing ance presentation	
Clothing Choice 0-3 points Grammar/Word	Uses inappropriate ge posture or mannerism eye contact/inappropclothing	ms, avoids and e oriate clothi	res, posture, mannerisms ye contact is inconsistent ng is appropriate	Gestures, posture, eye contact, and c appropriate	mannerisms, Gest lothing are eye enha	3 ures, posture, mannerisms, contact, and clothing ince presentation	
Clothing Choice 0-3 points Grammar/Word Usage/	Uses inappropriate ge posture or mannerism eye contact/inappropclothing O Extensive (more than	ms, avoids and e clothi	res, posture, mannerisms ye contact is inconsistent ng is appropriate 1 (3-5) grammatical and	Gestures, posture, y eye contact, and c appropriate 2 Few (1-2) gramma	mannerisms, Gest lothing are eye enha	3 ures, posture, mannerisms, contact, and clothing ance presentation 3 entation has no grammatical	
Clothing Choice 0-3 points Grammar/Word Usage/ Pronunciation	Uses inappropriate ge posture or mannerism eye contact/inappropositothing O Extensive (more than grammatical and propositions)	ms, avoids and e clothi	res, posture, mannerisms ye contact is inconsistent ng is appropriate	Gestures, posture, eye contact, and c appropriate	mannerisms, Gest lothing are eye enha	3 ures, posture, mannerisms, contact, and clothing ince presentation	
Clothing Choice 0-3 points Grammar/Word Usage/ Pronunciation 0-3 points	Uses inappropriate ge posture or mannerism eye contact/inappropclothing O Extensive (more than grammatical and properties)	ms, avoids and e clothing clot	res, posture, mannerisms ye contact is inconsistent ng is appropriate 1 (3-5) grammatical and nciation errors	Gestures, posture, / eye contact, and c appropriate 2 Few (1-2) gramma pronunciation erro	mannerisms, Gest lothing are eye enha tical and Pres ors or pi	3 ures, posture, mannerisms, contact, and clothing ince presentation 3 entation has no grammatical conunciation errors	
Clothing Choice 0-3 points Grammar/Word Usage/ Pronunciation 0-3 points Responses to	Uses inappropriate ge posture or mannerism eye contact/inappropriotion of the contact of the con	ms, avoids and e clothing clot	res, posture, mannerisms ye contact is inconsistenting is appropriate 1 (3-5) grammatical and inciation errors	Gestures, posture, y eye contact, and c appropriate 2 Few (1-2) gramma pronunciation erro	mannerisms, Gest lothing are eye enha tical and Pres ors or pi	3 ures, posture, mannerisms, contact, and clothing ince presentation 3 entation has no grammatical conunciation errors	
Clothing Choice 0-3 points Grammar/Word Usage/ Pronunciation 0-3 points Responses to Evaluators'	Uses inappropriate go posture or mannerism eye contact/inappropriotothing O Extensive (more than grammatical and properties) O Did not answer	ms, avoids and e clothing and e clothing are	res, posture, mannerisms ye contact is inconsistenting is appropriate 1 (3-5) grammatical and inciation errors 2 Responded to all	Gestures, posture, y eye contact, and c appropriate 2 Few (1-2) gramma pronunciation erro 3 Responded	mannerisms, Gest lothing are eye enhance tical and Pres ors or present the second seco	3 ures, posture, mannerisms, contact, and clothing ince presentation 3 entation has no grammatical conunciation errors 5 e. Responses to	
Grammar/Word Usage/ Pronunciation 0-3 points Responses to Evaluators' Questions	Uses inappropriate go posture or mannerism eye contact/inappropriotothing O Extensive (more than grammatical and properties) O Did not answer evaluators'	ms, avoids and e clothing clot	res, posture, mannerisms ye contact is inconsistenting is appropriate 1 (3-5) grammatical and inciation errors 2 Responded to all questions but	Gestures, posture, y eye contact, and c appropriate 2 Few (1-2) gramma pronunciation erro 3 Responded adequately to all	mannerisms, Gest lothing are eye enhance tical and Pres ors or present the control of the contro	3 ures, posture, mannerisms, contact, and clothing ince presentation 3 entation has no grammatical conunciation errors 5 e. Responses to questions were	
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Grammar/Word Usage/ Pronunciation 0-3 points Responses to Evaluators' Questions	Uses inappropriate go posture or mannerism eye contact/inappropriotothing O Extensive (more than grammatical and properties) O Did not answer evaluators'	ms, avoids and e clothing and e clothing are	res, posture, mannerisms ye contact is inconsistenting is appropriate 1 (3-5) grammatical and inciation errors 2 Responded to all questions but	Gestures, posture, y eye contact, and c appropriate 2 Few (1-2) gramma pronunciation erro 3 Responded adequately to all	mannerisms, Gest lothing are eye enhance tical and Pres ors or present the control of the contro	3 ures, posture, mannerisms, contact, and clothing ince presentation 3 entation has no grammatical conunciation errors 5 e. Responses to questions were	
Clothing Choice 0-3 points Grammar/Word Usage/ Pronunciation 0-3 points Responses to Evaluators' Questions 0-5 points	Uses inappropriate go posture or mannerism eye contact/inappropriotothing O Extensive (more than grammatical and properties) O Did not answer evaluators'	ms, avoids and e clothing and e clothing are	res, posture, mannerisms ye contact is inconsistent in g is appropriate 1 (3-5) grammatical and inciation errors 2 Responded to all questions but without ease or	Gestures, posture, y eye contact, and c appropriate 2 Few (1-2) gramma pronunciation erro 3 Responded adequately to all	mannerisms, Gest lothing are eye enhance tical and Pres ors or pres 4 Gave appropriate responses to evaluators'	3 ures, posture, mannerisms, contact, and clothing ince presentation 3 entation has no grammatical conunciation errors 5 e Responses to questions were appropriate and given	
Clothing Choice 0-3 points Grammar/Word Usage/ Pronunciation 0-3 points Responses to Evaluators' Questions 0-5 points Evaluator's Comm	Uses inappropriate go posture or mannerism eye contact/inappropriotion of the contact of the con	ns, avoids and e clothins and e clothins are clothing are	res, posture, mannerisms ye contact is inconsistent in g is appropriate 1 (3-5) grammatical and inciation errors 2 Responded to all questions but without ease or	Gestures, posture, y eye contact, and c appropriate 2 Few (1-2) gramma pronunciation erro 3 Responded adequately to all	mannerisms, Gest lothing are eye enhance tical and Pres ors or pres 4 Gave appropriate responses to evaluators'	3 ures, posture, mannerisms, contact, and clothing ince presentation 3 entation has no grammatical conunciation errors 5 e. Responses to questions were appropriate and given without hesitation	
Clothing Choice 0-3 points Grammar/Word Usage/ Pronunciation 0-3 points Responses to Evaluators' Questions 0-5 points Evaluator's Comm	Uses inappropriate ge posture or mannerism eye contact/inappropriothing O Extensive (more than grammatical and properors O Did not answer evaluators' questions	ns, avoids and e clothins and e clothins are clothing are	res, posture, mannerisms ye contact is inconsistent in g is appropriate 1 (3-5) grammatical and inciation errors 2 Responded to all questions but without ease or	Gestures, posture, y eye contact, and c appropriate 2 Few (1-2) gramma pronunciation erro 3 Responded adequately to all	mannerisms, Gest lothing are eye enhance tical and Pres ors or pres 4 Gave appropriate responses to evaluators'	3 ures, posture, mannerisms, contact, and clothing ince presentation 3 entation has no grammatical conunciation errors 5 e. Responses to questions were appropriate and given without hesitation TOTAL	
Clothing Choice 0-3 points Grammar/Word Usage/ Pronunciation 0-3 points Responses to Evaluators' Questions 0-5 points Evaluator's Comm	Uses inappropriate go posture or mannerism eye contact/inappropriotion of the contact of the con	ns, avoids and e clothins and e clothins are clothing are	res, posture, mannerisms ye contact is inconsistent in g is appropriate 1 (3-5) grammatical and inciation errors 2 Responded to all questions but without ease or	Gestures, posture, y eye contact, and c appropriate 2 Few (1-2) gramma pronunciation erro 3 Responded adequately to all	mannerisms, Gest lothing are eye enhance tical and Pres ors or pres 4 Gave appropriate responses to evaluators'	3 ures, posture, mannerisms, contact, and clothing ince presentation 3 entation has no grammatical conunciation errors 5 e. Responses to questions were appropriate and given without hesitation	
Clothing Choice 0-3 points Grammar/Word Usage/ Pronunciation 0-3 points Responses to Evaluators' Questions 0-5 points Evaluator's Comm	Uses inappropriate go posture or mannerism eye contact/inappropriotion of the contact of the con	ns, avoids and e clothins and e clothins are clothing are	res, posture, mannerisms ye contact is inconsistent in g is appropriate 1 (3-5) grammatical and inciation errors 2 Responded to all questions but without ease or	Gestures, posture, y eye contact, and c appropriate 2 Few (1-2) gramma pronunciation erro 3 Responded adequately to all	mannerisms, Gest lothing are eye enhance tical and Pres ors or pres 4 Gave appropriate responses to evaluators'	3 ures, posture, mannerisms, contact, and clothing ince presentation 3 entation has no grammatical conunciation errors 5 e. Responses to questions were appropriate and given without hesitation TOTAL (90 points possible)	
Clothing Choice 0-3 points Grammar/Word Usage/ Pronunciation 0-3 points Responses to Evaluators' Questions 0-5 points Evaluator's Comm	Uses inappropriate go posture or mannerism eye contact/inappropriotion of the contact of the con	ns, avoids and e clothins and e clothins are clothing are	res, posture, mannerisms ye contact is inconsistent in g is appropriate 1 (3-5) grammatical and inciation errors 2 Responded to all questions but without ease or	Gestures, posture, y eye contact, and c appropriate 2 Few (1-2) gramma pronunciation erro 3 Responded adequately to all	mannerisms, Gest lothing are eye enhance tical and Pres ors or pres 4 Gave appropriate responses to evaluators'	3 ures, posture, mannerisms, contact, and clothing ince presentation 3 entation has no grammatical conunciation errors 5 e. Responses to questions were appropriate and given without hesitation TOTAL	



Rubric -Level 3

Name of Participant				
Chapter	State	Team #	Station #	Level

PORTFOLIO						
FCCLA	0	1	2	3	4	5
Planning Process	Planning Process		All Planning Process	All Planning	Evidence that the	The Planning Process is
Summary Page	summary not	the Planning Process	steps are presented	Process steps	Planning Process was	used to plan the project.
0–5 points	provided	are presented	but not summarized	are summarized	utilized to plan project	Each step is fully explained
Event Volunteering	0	1	2	3	4	5
Experience	Not included	Missing information for	Missing information	Limited information	Information provide	ed Detailed information
0-5 points	Not included	volunteering experience.	for volunteering	provided for	for volunteering	provided for
		Not all participants	experience.	volunteering	experience. 1-2	volunteering
		volunteered at an event	experience.	•	photos	•
Event Proposal	0	1		experience.	priocos	experience. 1-2 photos
Introduction	Not included	Includes event description	n hut Limited o	ent description, summ	ary Wall written intro	•
0-3 points	Not iliciuueu	•		·	•	oduction, general event
		missing needs, services,		eeds, event planner	•	nary of client needs, event
		resumes	services, a	ind team resumes	planner services,	and resumes
Event Goal,	0	1	2		3	4
Objectives, and Evaluation	Not included	Goal and objective(s) are	Goal and objective(. ,	al and objective(s) are
0-4 points		not specific, measurable,	limited, may not be		•	cific, measurable,
o i points		attainable, realistic, or	attainable, realistic,	•	·	ainable, realistic, and
		timely; missing evaluation	timely; includes	realistic, or ti	• •	ely; includes evaluation
		criteria or sample tool	evaluation criteria a	nd evaluation cr	iteria and sample crit	eria and sample tool
			sample tool	tool		
Event Dates and		0	· <u> </u>	<u> </u>	1	
Background -	Not included			Event date options a	re included. Background	research to support event
Research 0-1 point				is provided. Commur	nity data included to sup	port event
Venue/Facility	0	1		2		3
Space	Not included	One facility space iden	tified or two Two fo	cility options and maps	Includes two facility	•
0-3 points	Not included	identified but no maps			•	
		•	-	rams provided, but no		lans, parking, and restroom
Event Personnel		information provided		supporting information	access information to	o support choices
Chart	0	111	1		2	
0-2 points	Not included	•	chart with personnel or		anization chart with pers	onnel and role descriptions
Health and Public		descriptions provided	4	provided		
Safety	0	d (table 3.6 color of 0.9	1		3	tata anno anno atra con
0-2 points	Not include		safety or crisis managem	•	alth, public safety and cr	isis management plans
· ·		plans included		included		
Planning and	0	1 2	3 4		5 6	7 8
Implementation	Not included	Includes some required	Includes most required	•		tailed and includes all
Timeline		data, unrealistic, tasks are	achievable, tasks are di		•	quired data, achievable, tasks
0-8 points		not well distributed among	among team members		•	e well distributed among
		members or in timing	timing is not realistic	member	s in in timing tea	am members in timing
Target Attendees	0	1		2		3
and Recruitment	Not included	Limited demographic i	nformation Demo	ographic information g	enerally Detailed	demographic information
Strategy		and recruitment strate	gies are supp	orts event goals. Recru	itment supports	event goals. Recruitment
0-3 points		provided	strate	egies are realistic	strategies	are realistic
Sponsor/Advertiser	0		1		2	
/Exhibitor	Not included	A limited number of sr	onsors, advertisers and	Potential s		exhibitors are provided and
Recruitment		exhibitors are provided				method sample provided
Strategy					J	1 1 2 2 2 2 2
0-2 points						
Volunteer	0	1		2		3
Recruitment	Not included	A listing of volunteers	is provided Listing o	f roles, number of volu	nteers. Detailed listi	ng of roles, number of
	Mot meruueu	=		ient methods, duties, ti		ecruitment methods,
Strategy					•	,
0-3 points		required	requiren	nents and training	auties, time	requirements and training
Projected	0	Pathwar delice de	and annually and of the control of the	1		
Attendance	Not included	Estimated attendance a	nd method of determini	ng number provided		
0 or 1 point						
Suppliers and		0			1	
Vendors	Not included			Detailed listing pro	ovided for goods and ser	vices
0 or 1 point						

Event Management Level 3 Rubric (continued)

Event Activity		0				1		
Schedule	Not included			Deta	iled proposed schedule	of activities provide	ed	
or 1 point vent Marketing	0		1		2		3	-
0-3 points	Not included	Did not include post event promo	re, during, and otion plans or did	promotion o	cription of event or did not document mple as required	Documented logo	ring, and post event prodesign, poster design, and during, post) of social	ind 3
Projected Budget	0	not provide samp	1 2	3 or cach sa	3 4	samples each (pre,	5 6	media posts
and Options 0-6 points	Not included	pricing option	lacks detail, does rons, missing costs tems, or is unrealis	for	Budget is limited in der includes 3 pricing option not all costs	ons, but pricing	ed listing of projected by options, including any ts and costs	-
Appearance	0		1		2	<u>, </u>	3	
)-3 points	Portfolio is illegibl and unorganized		neat, but may cont I or spelling errors oorly	and is pro	tfolio is neat, legible, an fessional, with correct mmar and spelling	gramm	egible, professional, cor ar and spelling used wi cation of information	
ORAL PRESENTAT	ION							
			_				_	
Organization/	0			3 4	5 6	7 8	9	10
Delivery 0 – 10 points	Presentation is not done or presented briefly and does not cover component of the project		topic all topi	tation covers c elements th minimal ation	Presentation gives complete information but does not explain the project well	Presentation co information completely but not flow well	relevant infor	mation with
Knowledge of Event	0	1		2	3	4		5
Planning and Management 0-5 points	Little or no evidence of knowledge	Minimal evio		evidence of edge	Knowledge of planning, budgeting and managing costs is evident but not effectively used in presentation	Knowledge of planning, budge and managing of is evident and shared at times the presentation	costs costs is evide incorporated the presentat	d managing nt and throughout ion. National
						National progra identified	am pathway iden	tified
Use of Portfolio	0		1	2	3		4	5
during Presentation 0-5 points	Portfolio not used during presentation		unt of mi	rtfolio used nimally during esentation	Portfolio incorporated throughout presentation	Portfolio effectively throughou presentat	y seamle ut oral pre	ation moves ssly between sentation
Voice – pitch,	0			1		<u> </u>	3	tiono
tempo, volume D-3 points	Voice qualities no effectively		Voice quality is	_	Voice quality is g	=	Voice quality is outsi	anding and
Body Language/	0	1		1		2	3	
Clothing Choice 0-3 points	Uses inappropriat posture or manne eye contact/inapp clothing	erisms, avoids		ure, mannerisms t is inconsistent opriate			Gestures, posture, n eye contact, and clo enhance presentation	thing
Grammar/Word	0			1		2	3	
Usage/ Pronunciation 0-3 points	Extensive (more t grammatical and perrors	•	Some (3-5) grade pronunciation 6		Few (1-2) gramm pronunciation er		Presentation has no or pronunciation err	-
Responses to Evaluators'	0 Did not answer		1	2	3 Posnandad	Gayo appr		5 to questions
Questions	Did not answer evaluators'	Unable to some que		sponded to all estions but	Responded adequately to all	Gave appr responses		to questions opriate and
0-5 points	questions		wi	thout ease or curacy	questions	evaluator: questions	s' given with	•
Evaluator's Comn	nents – include tv	wo things done	well					
and two opportu	inities for improv	ement:						TOTAL
							(90 points	possible)
							Ev	aluator#
							Evaluat	on Initial
							Room Consulta	



EVENT VOLUNTEERING EXPERIENCE SUMMARY FORM

Required for Level 2 and 3. Complete this form and include it in your portfolio, along with 1-2 photos of the event documenting your participation. Volunteer at a community event in which at least 50 people attend, and which requires a minimum of 2 hours of volunteering service per team member. The event does not need to be related to the planned project.

Event Name	
Event Location	
Event Organizer/Manager	
What is the event goal?	
What is/are the event objective(s)?	
How is the success of the event measured?	
How many volunteers are involved, and what are their roles?	
How was the event promoted or advertised?	
What kinds of choices and decisions did the event organizers make?	
What were the challenges associated with this event? How were they handled by the event organizer/manager?	
What recommendations would you have to improve this event?	



EVENT MANAGEMENT PROJECT PLANNING AND IMPLEMENTATION TIMELINE TEMPLATE

Use this template (files provided at www.fcclainc.org) to document project planning and implementation data. The event must be planned for an educational institution, community or non-profit organization, business, or government institution. Level 1 and 2 projects do not have to be implemented, but must be planned to take place between July 1, 2019 and June 30, 2020. Level 3 projects must be completed prior to the National Leadership Conference.

Team Member Name(s):								
Date of P	roposed Ev	ent:						
Start Date	Due Date	Date Completed	Activity	Task(s) Required to Complete Activity	Person Responsible	Resources Needed	Comments (include risks or variables which may impact completion)	
11/1/19	12/1/19	11/15/19	Reserve the Fine Arts Center for Fashion Show fundraiser	Email the facilities manager and complete the required forms	Antonio	Contact info Completed forms	Date availability Deposit funds availability	