



**Event Planning** (2 man 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)	No graphics Participant’s Names Chapter Name School Name City, State Project Title
Table of Contents ((1 page or 1 slide)	List parts of portfolio 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 Implementation and Evidence Resources
Profile of Event (3 pages or 5 slides)	Profile of upcoming event Type of event Date Description of roles Goal statements Description of priorities of the event Summary of challenges
Financial Plan (2 pages or 5 slides)	Workable financial plan
Event Implementation and Evidence  (10 pages or 15 slides)	Must include work schedules Implementation plan Supplies needed Evidence that event took place
Resources (2 pages or 3 slides)	List of resources used for event
Appearance	Neat Legible Professional Use correct grammar and spelling

## Oral Presentation

Organization/Delivery	Deliver oral presentation: Organized Sequential Concise
Knowledge of Subject Matter	<b>Knowledge of planning, budgeting, and management of costs of an event</b>
Explanation of Financial Plan	Knowledge of why dollars were allocated and dollars generated
Summary	Summarize the event implementation
Use of Portfolio	Use of portfolio to describe all phases of project
Voice	Speaks clearly with appropriate pitch, volume, and tempo
Body Language	Use appropriate body language Appropriate clothing for nature of presentation Gestures, posture, mannerisms, eye contact
Grammar/Word Usage/Pronunciation	Use proper grammar, word usage, and proper pronunciation
Responses to Evaluator's Questions	Provide clear and concise answers to evaluator's questions



## EVENT PLANNING RUBRIC

<b>Chapter Number</b>	<b>Student's Names</b>
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**Instructions:** Write positive, constructive comments to help participants identify their strengths and areas for improvements.  
**Indicators met must be checked.**

Points deducted **MUST** be explained in the comments section.

Portfolio Set-Up	√	Comments	Total 10 Points Max
Used official binder or power point template	<input type="checkbox"/>		
Correct number of pages/slides	<input type="checkbox"/>		
Project Identification	<input type="checkbox"/>		
Table of Contents	<input type="checkbox"/>		
FCCLA Planning Process Summary Page	<input type="checkbox"/>		
<b>Deduction: MUST be explained below</b>			
Initial			

Content Divider Pages	√	Comments	Total 10 Points Max
Profile of Event	<input type="checkbox"/>		
Financial Plan	<input type="checkbox"/>		
Event Implementation and Evidence	<input type="checkbox"/>		
Resources	<input type="checkbox"/>		
Contains graphic element or thematic decoration	<input type="checkbox"/>		
<b>Deduction: MUST be explained below</b>			
Initial			



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Profile of Event	√	Comments	Total 10 Points Max
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>			
Initial			

Financial Plan	√	Comments	Total 10 Points Max
Workable Budget			
Cost of Items			
Organized Budget Template			
Information Provided for Goods and Services			
Sources of Suppliers			
<b>Deduction: MUST be explained below</b>			
Initial			



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Event Implementation and Evidence	√	Comments	Total 10 Points Max
Detailed Work Schedule	<input type="checkbox"/>		
Implementation Plan	<input type="checkbox"/>		
Supply and Service List	<input type="checkbox"/>		
Evidence Event Took Place	<input type="checkbox"/>		
Neat and Organized	<input type="checkbox"/>		
<b>Deduction: MUST be explained below</b>			
		Initial	

Resources	√	Comments	Total 10 Points Max
Variety of Resources	<input type="checkbox"/>		
Resource Summary Format Used	<input type="checkbox"/>		
Summary of Learnings	<input type="checkbox"/>		
Clear and Thorough	<input type="checkbox"/>		
Professional Appearance	<input type="checkbox"/>		
<b>Deduction: MUST be explained below</b>			
		Initial	



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Appearance		Comments	Total 10 Points Max
Neat	√		
Legible			
Professional			
Correct Grammar and Spelling			
Organized			
<b>Deduction: MUST be explained</b>			
		Initial	



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**Points deducted MUST be explained in the comments section.**

Organization/ Delivery	√	Comments	Total 10 Points Max
Covers all Relevant Information	<input type="checkbox"/>		
Seamless Flow	<input type="checkbox"/>		
Logical Delivery	<input type="checkbox"/>		
Knowledge of Subject Matter Incorporated	<input type="checkbox"/>		
References Evidence	<input type="checkbox"/>		
<b>Deduction: MUST be explained below</b>		Initial	

Knowledge of Financial Matter	√	Comments	Total 10 Points Max
Needs and Wants Explained	<input type="checkbox"/>		
Project Goals	<input type="checkbox"/>		
Project Priorities and Value	<input type="checkbox"/>		
Financial Challenges	<input type="checkbox"/>		
Financial Planning Explained	<input type="checkbox"/>		
<b>Deduction: MUST be explained below</b>		Initial	





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**Indicators met must be checked.**

**Points deducted MUST be explained in the comments section.**

General Presentation	√	Comments	Total 10 Points Max
Use of Portfolio During Presentation			
Voice, Pitch, Tempo, Volume			
Body Language			
Grammar, Word Usage, Pronunciation			
Response to Evaluator's Questions			
<b>Deduction: MUST be explained below</b>			
		Initial	