

MEETING, TRAVEL & EVENT PLANNING



Overview: The exact tasks needed to produce a successful event vary as much as the gatherings themselves. But some tasks are standard procedure in planning most conferences, fund-raisers, social gatherings, and other such affairs. In this learning plan, you will begin to map out the elements of an event and modify the list to suit your needs.

LEARNING ACTIVITIES

1. Listen to the presentation by Jeff Anderson and Wendy Furrer about the Festival of Trees, Aspirus Comfort Care & Hospice services, and the Teddy Bear Breakfast.
2. Review the “Outlining Major Tasks list on page 29, and make notes of information you learn during the presentation that will be helpful in planning the Teddy Bear Breakfast.

3. Read Part I of your *Event Planning for Everyone* textbook, “Organizing Assignments” pages 29 - 46.

ASSESSMENT ACTIVITIES

1. Prepare a draft timeline for the Teddy Bear Breakfast using the template on BlackBoard, based on what you know today (see pages 31-32 for ideas.) Submit your timeline on BlackBoard.
2. Complete the “P.L.A.N. Your Assignments” survey on pages 42 & 43 to learn of your event planning personality type.

3. Post your personality type on BlackBoard, and identify which tasks you will do very well and which tasks you will need help from other personality types to make your event successful.

