

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. Recap the important points from Jeff Anderson's & Wendy Furrer's event overview.
2. Discuss the "Outlining Major Tasks list on page 29.
3. Listen to "Anatomy of an Event" presentation and takes notes about the "Six Critical Dimensions of an Event."
4. Review personality types of committee members.

ASSESSMENT ACTIVITIES

1. On your own or with a partner, brainstorm the event items that you think would create the ideal Teddy Bear Breakfast for each of the six dimensions. Submit your work on BlackBoard.
2. From the list of committee sub-groups posted on BlackBoard, identify which subgroup you'd like to serve on most, second most, and third most. (Remember your personality type when selecting groups.)

