

MEETING, TRAVEL & EVENT PLANNING



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Overview: A thorough review of the six dimensions of an event experience is critical to the success of an event. In this learning plan, you will form subgroups to plan the six dimensions of the Festival of Trees Teddy Bear Breakfast and begin working on the details of the specific tasks.

LEARNING ACTIVITIES

1. Recap the six critical dimensions of an event.
2. Review the student subgroup choices and finalize subgroup membership.
3. Meet with your subgroup to review "brainstorm notes" prepared by student colleagues in Learning Plan 2.
4. Subgroups will talk with the Committee chair to obtain reference materials from last year's event

5. Contact the community member who will be working with your group, and identify a time for your group to meet with that person outside of class time.

created in Learning Plan 1). Create one timeline for your group.

4. Prepare a subgroup report to provide verbally in class on 9/24 and weekly after that.

ASSESSMENT ACTIVITIES

1. As a group, develop a list of event tasks that need to be completed by your subgroup.
2. Assign individuals responsible for each task.
3. Enter the tasks in a timeline specifically for your part of the event (do not use the timeline you

