ORGANIZING AN EVENT - GROUP PROJECT

It is May 15th and your group is in charge of planning an end of the year banquet and silent auction at a venue of your choosing in the Sammamish/Issaquah/Snoqualmie area. The banquet will be on June 12th, a Saturday. You will charge a ticket fee per person and your group is expecting 300 guests. You can have dinner catered from an outside business. Your group is also responsible for purchasing items for 10 themed silent auction baskets valued at $250 each. You must describe how you will acquire the 10 silent auction baskets. Your ticket sales ***MUST*** cover all of your expenses for the event. Organize a plan to pull off this event.

Your group will need to make a one-month calendar, a cost/budgetary breakdown of all items, resources used (websites, etc), and a list of anticipated issues or hang-ups in order to show how you will most reasonably plan for the night.

Agenda Items:

· Brainstorm everything your group needs to do (hire catering, find venue, recruit items for silent auction baskets, etc) and make a list. Divide responsibilities on that list among your group members.

· Make a schedule to sell tickets

· Rent a venue, hire catering company

· Purchase decorations (put all items in a cart on Amazon)

· Figure out total cost and decide on what ticket prices should be.

· All expenses need to be accounted for!

POSTER EXAMPLE

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