ORGANIZING AN EVENT - GROUP PROJECT

It is May 1st and your group is in charge of planning the IB Physics overnight field trip for 100 students and 12 chaperones to Silverwood Theme Park in Coeur d’Alene, ID on June 1st. Dinner, hotel rooms (4 students to a room and 2 chaperones to a room), 3 coach buses, and Silverwood Theme Park entrance fees must be included in the per student fee. Chaperones are not charged to attend but their cost is split among the students. Your cost per student ***MUST*** cover all of your expenses for the trip. 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 trip.

Agenda Items:

· Brainstorm everything your group needs to do (hire catering/find dinner, find hotel, park entrance passes, recruit chaperones, etc) and make a list. Divide responsibilities on that list among your group members.

· Schedule a meeting with all students and chaperones

· Find a hotel, hire catering company or find a restaurant

· Book buses

· Figure out total cost and decide on what the cost per person should be.

· All expenses need to be accounted for!

POSTER EXAMPLE

|  |  |
| --- | --- |
|  |  |