ORGANIZING AN EVENT - GROUP PROJECT

It’s the end of March and everyone hates life, teachers have been grinding since Winter break and Spring break feels like a lifetime away. It’s time for some gratitude, and thus teacher appreciation week. Your task is to plan a week of events and/or small ways to say thank you to the faculty and staff. Everything will take place at Skyline during the school day. The dates are March 18-22. There needs to be 1 catered lunch that you will have to budget and plan for. The week should also include gift bags and possibly an event, like a car wash for teachers or massages on prep periods. Again, these are examples and as a group you can decide what you think is appropriate. You will have a budget of $2000 for the week. Not everything needs to cost, for example, teacher notes cost nothing.

Your group will need to make a one-month preparation calendar, a “week of” 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 event.

Brainstorm everything your group needs to do (hire catering,events, where each event will be held,supplies needed, etc) and make a list. Divide responsibilities on that list among your group members.

· Make a schedule

· Hire catering company

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

· Figure out total cost.

· All expenses need to be accounted for!

. create an announcement email to the teachers with dates throughout the week.

POSTER EXAMPLE

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