



## Colorado ACE Student Leadership Conference Competitive Event

# Event Planning

**Description:** Students will create a plan for an event. Examples of events include a community service project, dance, appreciation breakfast, fundraiser or graduation party. Students may choose any event.

**Type of Event:** Individual or Team

### Rules:

- Presentation cannot be longer than five minutes.
- Presentation must be a speech utilizing some type of visual representation. (Visual representation options include, but are not limited to, portfolio, display, website, PowerPoint.)
- Students will be evaluated on the following:
  - a. Overall Quality
    - i. preparedness
    - ii. confidence
    - iii. use of time
    - iv. logical sequence
  - b. Quality of Visual Representation
    - i. relevance to career
    - ii. use of visual in presentation
    - iii. overall appearance
    - iv. proper grammar and spelling
  - c. Comprehensiveness of Event Plan
    - i. Development of Time Line must include (but is not limited to):
      1. locating and securing space
      2. developing and sending invitations
      3. arranging for food and music
      4. purchasing and putting up decorations
    - ii. Creation of Invitation Including
      1. explanation of purpose of event
      2. location, time, RSVP, and general description
  - d. Development of Comprehensive Budget including (but not limited to)
    - i. space rental
    - ii. food and drink
    - iii. paper products (plates, napkins, etc)
    - iv. invitations (design, printing, mailing)
    - v. music
    - vi. decorations
  - e. Attitude and Appearance
    - i. positive attitude
    - ii. enthusiasm
    - iii. appropriate dress
    - iv. eye contact with audience

### TECHNOLOGY NOTES:

- Presentations must be PC-compatible and brought to the competition on a thumb drive.
- Projector and laptop are available for student use. (Students may bring own laptop to connect to the projector.)

**Refer to rubric for details of evaluation criteria.**

# RUBRIC FOR GRADING PRESENTATIONS

## *Event Planning*

NAME:		SCHOOL:			
	EXCELLENT 8-10 Points	ABOVE AVERAGE 5-7 Points	AVERAGE 2-4 Points	NEEDS IMPROVEMENT 0-1 Points	Points Assigned by Judge
<b>Quality of Presentation</b>	-well-prepared -exhibits confidence -time used constructively -presented in logical sequence	-1 or 2 elements missing or poorly demonstrated	-3 elements missing or poorly demonstrated	-does not demonstrate appropriate quality of work	
<b>Quality of Visual Representation</b>	- seamless integration into presentation -excellent overall appearance -proper mechanics throughout	- coherently referenced during presentation -above average overall appearance -few errors in mechanics	- visual not referenced during presentation -average quality -many errors in mechanics	-does not demonstrate appropriate quality of work -does not use in presentation OR -no visual presented	
<b>Time Line</b>	clear, thorough, & detailed outline of all aspects of timeline	clear outline of most aspects of timeline	timeline somewhat muddled	does not demonstrate proficiency in development of timeline	
<b>Budget Description</b>	-clear, thorough, & detailed outline of all aspects of all aspects of budget -invitation clearly presents <ul style="list-style-type: none"> <li>• purpose</li> <li>• description</li> <li>• location</li> <li>• time</li> <li>• RSVP</li> </ul>	-clear outline of most aspects of budget -invitation includes <ul style="list-style-type: none"> <li>• purpose</li> <li>• description</li> <li>• location</li> <li>• time</li> <li>• RSVP</li> </ul>	-outline of budget somewhat muddled -invitation missing important elements	does not demonstrate proficiency in description of budget	
<b>Appearance Body Language Teamwork (if applicable)</b>	-positive attitude -expresses enthusiasm -dressed for business -addresses audience directly -makes eye contact with audience -appropriate/non-distracting gestures and body language -evidence of equal/input/effort from all participants -individual work clearly noted	demonstrates 5 of 6 required attributes	demonstrates 3 or 4 of 6 required attributes	does not demonstrate positive attitude or appropriate dress	
<b>TOTAL POINTS AWARDED</b>					
<b>Judge's Signature:</b>					

*Point Equivalents: 50-40 gold, 39-31 silver, 30-21 bronze, 20-1 ribbon*