Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Taking Action: Planning & Executing an All-School Activity**

**Objective**

Students will plan and execute a mock activity for PCMS that will be presented in class and *may* become an idea for a future event. Students will have time in class to work on this project while taking breaks from other leadership run activities and events.

**Due Dates**

Event/Activity Proposal Worksheet: Due by Wednesday, February 26

Power Point: Due by Thursday, March 12

Presentation of Event/Activity: Start Week of March 17

**TO DO**

**Step 1: Choose** an Event or Activity

* Come up with an event or activity that you would want to plan, execute and reflect on.
* You will not *actually* be completing the event or activity but it may show up on PCMS’s calendar in the years to come, with credit to you of course ☺
* This event must be *open* to all students (but not necessarily an all school event) and directly related to the PCMS student body.
	+ Remember: Sports, musicals, clubs, etc. are open to all students, even if not everyone participates
* You may not choose an activity that has been completed at PCMS in the last two years.
* This event or activity can be centered about a tradition, holiday, fundraiser, outside charity, or community but its primary goal should be to bring spirit to PCMS.

**Step 2:** **Plan** the Event or Activity

* Create a Timeline and To-Do List for the event that reflect before, during, and after the event or activity itself
	+ Before – Think about:
		- Do you need approval from an outside organization?
		- Do you need to book a space?
		- What materials do you need?
		- How much will everything cost?
		- Advertising and marketing?
		- Volunteers needed? Support from teachers, students, parents?
	+ DURING – Think about:
		- What time is set up?
		- When and where do people or participants show up?
		- Who is meeting any guests?
		- What if something unplanned happens? Back-up plan?
		- Is weather something to think about?
	+ AFTER – Think about:
		- Who should be thanked and how?
		- Who should provide feedback and how can they do that?
		- Who is cleaning up?
		- Does final paper work need to be done?

Step 3: **Present** the Event or Activity

* In a PowerPoint style presentation you will share with the class the following (This is just a sampling of what to think about. Of course it will vary from project to project just remember to be specific):
	+ What is your event/activity?
	+ Who does it benefit, is involved, is needed to help, is volunteering, is invited, etc.
	+ When will it happen, will tasks need to be completed by, will set up happen, when will the advertising start, when will volunteers show up, etc.
	+ Where will it occur, will people line up, will items be dropped off of picked up, will money go, etc.
	+ Why did you choose this event/activity, did you choose (or not choose) an outside organization, etc.
	+ How will all of this be made possible, will you and your volunteers make this all possible.