

# 2020 Virtual KLC – Recorded Session

## 14. Organizing/Planning a Large Event/CP Lessons – Carol & Jenny



“Everything We Do At Camp We Do For A Reason”! Creative Period time at camp is about so much more than having FUN NIGHT, BANQUET/PROGRAM, CAMPFIRE, EVENING/FINAL GS, CHORUS. The destination we reach is awesome, but it’s more about the journey to get there – the lessons our student leaders experience. This session is intended to help students design an activity – from start to finish.

Lessons include:

- ◆ Time management
- ◆ Organizational skills
- ◆ The importance of teamwork
- ◆ Developing leadership skills
- ◆ Discovering hidden talents
- ◆ Providing a sense of ownership

1. Identify an activity/program to plan – Veterans Day Assembly, End-of-the-Year Club Celebration, etc.
2. Discuss brainstorming techniques and the value of one idea leading to another.
3. Go through the steps of planning and organizing the event.
  - a. Identify an Event Coordinator. This person will work closely with all committee members and keep the sponsor and club president informed on the event progress.
  - b. Schedule event – date and time
  - c. Objective of the event/eventual outcome
  - d. Theme for the event
  - e. Committees needed in preparation (appoint committee leaders)–Decorations, Invitations, Refreshments, Set-up, Entertainment, Program, Technology/Photographer, etc.
  - f. Budget – funds & resources available; Be creative in preparations
  - g. Timeline – establish deadlines for tasks to be completed.
  - h. Other areas needing attention, depending on event.
4. Evaluation matters – Don’t forget one of the most important parts of the event. Develop an Evaluation tool, make notes and file for future use.