

*Title of Lesson:* The Event

*Curriculum Unit:* Organization

*Objective:* To develop an awareness of the tasks involved in planning an event and how different perspectives affect priorities.

*Materials:*

- Chart paper, one sheet per group
- List of 10 tasks to organize an event

*Directions:*

1. Divide into small groups of 3–5 students.
2. Give each group a copy of the task sheet or post the list on the board or PowerPoint.
3. Give each group special instructions as follows:
  - One group needs to rank the items in order of what needs to be done first, second, and so on.
  - One group needs to rank the items in order of what is the easiest to accomplish.
  - One group needs to rank the items in order of what is the most important/valuable.
  - One group needs to rank the items in order of what task is the quickest to accomplish.
4. Allow groups 5–7 minutes to put the tasks in order according to their special instructions.
5. Using their separate lists, conduct a class discussion in which you build one list that everyone is happy with.

*Sample Processing Questions:*

- Was it easy or difficult to prioritize things according to your special instructions? Why?
- How did you come to agreement as a group?
- How did the differing priorities of the sub-groups affect the class list at the end?
- How does this relate to real life?
- What lessons about leadership can be taken from this activity?

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### **Tasks to Organize an Event**

*Directions:* Place these tasks in order from 1–10 (1 one is highest, 10 is lowest)

- Construct timeline of due dates (beginning, goals, ending, etc)
- Write press releases announcing results
- Publicity/advertising/announcement/email blasts/Facebook
- Decide how to raise money

- Collect, count, deposit, and redistribute money (including pay expenses)
- Review event and record feedback for future use
- Contact charity
- Receive school permission to hold fundraiser
- Order supplies
- Choose charity