

It Takes A Village...

Event Planning Assignment

Your task is to plan an after-school event that will raise awareness of the economic challenges faced by peoples in developing countries. Complete the following outline:

1. Select a country/region to focus on:
2. Find 10 facts (from reliable sources) about the issue of poverty and sustainability that you would like to communicate during your event:
3. In point form, answer the following:
 - a. WHERE the event will be held
 - b. WHEN it will happen (time and date, duration)
 - c. WHO will be involved (include contact information)
 - d. WHAT will happen at the event – format
 - i. Format of event will depend on your strengths. **Possible** examples: benefit concert; arts and crafts sale; spoken word poetry jam; dance showcase; play; fashion show
 - e. WHY we are holding this event
 - f. WHY this will attract an audience
 - g. HOW we will communicate our 10 facts to the audience
 - h. HOW we will donate any funds raised through this event

When this outline is complete, be prepared to speak about it in a teacher conference.

TEACHER CONFERENCE TIME AND DATE: _____

After the conference, prepare a proposal letter, addressed to the principal, about holding your event. Include all the information from the outline – attach your “10 facts” as a separate page. Your tone should be formal and polite.

PROPOSAL LETTER DUE: _____

Web Resources that may help / inspire you:

<http://www.devp.org>

<http://www.tenthousandvillages.ca/>

<http://www.playingforchange.com/>

<http://www.singout.org>

<http://www.adbusters.org/>

<http://www.kwmc.on.ca>

Event Planning Assignment

Criteria/Levels	50-59% Level 1	60-69% Level 2	70-79% Level 3	80-100% Level 4
	Limited Evidence	Some Evidence	Considerable Evidence	Thorough Evidence
Knowledge/Understanding - Content (What you know)	Answers showed limited understanding of facts, terms and concepts	Answers showed some understanding of facts, terms and concepts	Answers showed considerable understanding of facts terms and concepts	Answers showed thorough understanding of facts terms and concepts
<ul style="list-style-type: none"> 10 facts from a reliable source on the issue of poverty and sustainability 				
Thinking and Inquiry – Process (How you know it)	Problem-solving skills were applied with limited effectiveness Analysis and interpretation was weak	Solving skills were applied with limited effectiveness Analysis and interpretation was satisfactory	Problem-solving skills were applied with considerable effectiveness Analysis and interpretation was effective	Problem solving skills were applied with high degree of effectiveness Analysis and interpretation was strong
<ul style="list-style-type: none"> Promoting awareness around a social issue 				
Communication – Writing/Organization (How you express what you know)	Information has been communicated with limited effectiveness	Information has been communicated with some effectiveness	Information has been communicated with considerable effectiveness	Information has been communicated with a great degree of effectiveness
<ul style="list-style-type: none"> Spelling, Grammar Sentence Structure Language Organization Completion 				
	Entire Assignment			
Application – Final Product/Making Connections and Conclusions (How you use what you know)	Ability to make conclusions, predictions and connections was limited in effectiveness	Ability to make conclusions, predictions and connections was moderately effective	Ability to make conclusions, predictions and connections was effective	Insightful conclusions, predictions, and/or connections were made
<ul style="list-style-type: none"> Creating and Planning a conference 				