

## THEME

Contributing and  
Influencing

## SUB THEMES

Planning to Lead  
Leading in Action

## Overview

Event Extravaganza 2 provides an opportunity for Participants to plan, implement and evaluate an event for a group. If Participants are school-based, the event might be for other students. If the Participants are club-based, or are a youth group, the event might be for younger members.

This learning activity is offered at both Navigate – stage 3, and Empower – stage 4.

If Participants complete both Event Extravaganza 1 (Navigate) and Event Extravaganza 2 (Empower) Facilitators should ensure that the events Participants lead are different for each stage.



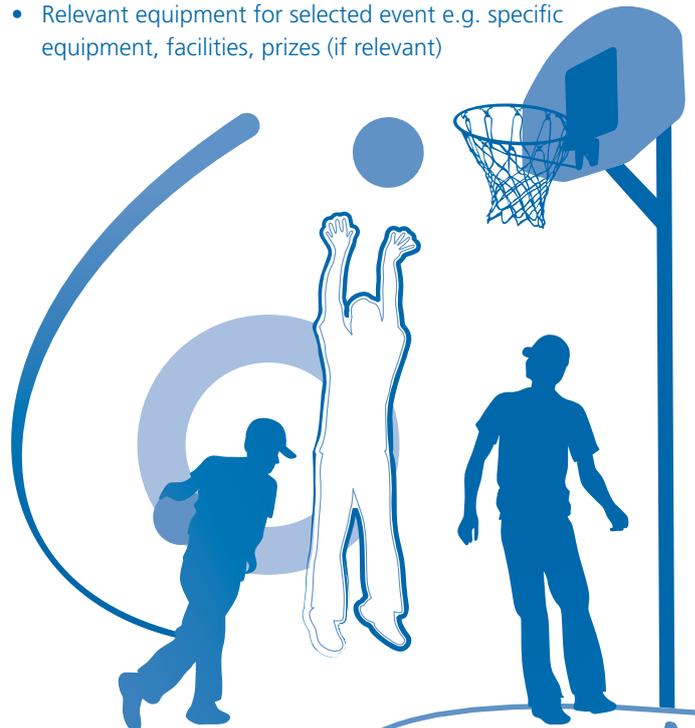
## Event Extravaganza 2

### Knowledge and skills

Knowledge of context, leadership styles and roles appropriate for context, planning and organising for the role, leadership methods, goal-setting and implementation, applying strategies, reflecting and evaluating, time management.

### Resources

- Leader Journal template
- Relevant equipment for selected event e.g. specific equipment, facilities, prizes (if relevant)



# Event Planning

The Participants lead an event by fulfilling a specific role in the event team. Each Participant completes the Tasks Bullseye sheet and the Task Analysis template to manage the event.

## STEP 1

Participants formulate an event, or select one from a list of events. Ideas for events include sports tournaments, house events, peer support events, fitness-based events, adventure camps, club social events, and prize-giving functions.

Discuss the needs of the audience the event is planned for.

## STEP 2

The group makes decisions on roles and responsibilities required to plan and implement the event to meet the audiences' needs.

## STEP 3

Tasks are identified and clarified. The tasks are allocated to individuals (see the Tasks Bullseye sheet).

## STEP 4

Set a timeline and prioritise tasks. Set deadlines for each part of the planning. Organise specific time intervals where the groups report on their tasks and where they're at. All members of the event team contribute to completing the Task Analysis Template.

## STEP 5

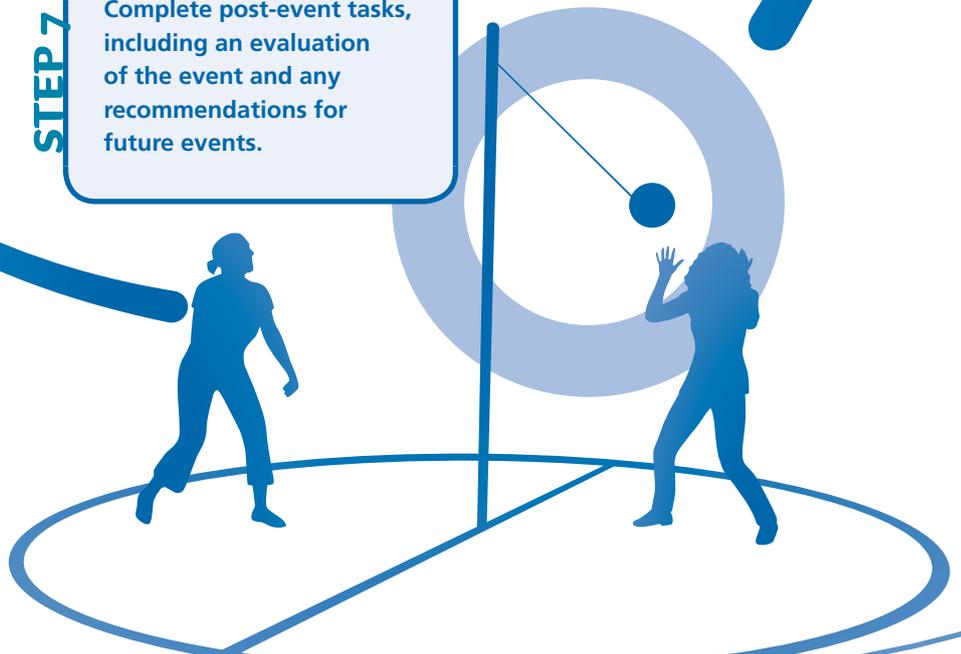
Complete pre-event tasks such as booking venues and equipment and writing safety action plans.

## STEP 6

Write an 'on the day' event schedule and tasks and communicate with the event team.

## STEP 7

Complete post-event tasks, including an evaluation of the event and any recommendations for future events.



NAME \_\_\_\_\_

## Event Extravaganza 2

### Event Leader Worksheet

Roles for individual Participants:

- Risk management leadership
- Event leaders on the day
- Operations leadership
- Volunteer roles, for example marshals, equipment co-ordinators, resources or facilities set-up
- Promotion leadership.

The event team fills out the following template and completes the sentences:



**1. My role is... (describe your overall role in the event)**

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**2. My 'pre-event' tasks are... (what jobs, tasks and responsibilities do you have that relate to the event?)**

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**3. My 'during the event' tasks are... (what will you be doing on the day?)**

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4. My 'post-event' tasks are... (what will you be doing after the event has finished to help clean up or evaluate success?)

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5. The people I am working with are: (list the people who are on your 'tasks team' and those with whom you have links)

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6. My role depends on ... (list some of the factors that will affect the success of your role)

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7. The task that are most important are... (list your tasks in order of importance)

1. 

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2. 

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3. 

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4. 

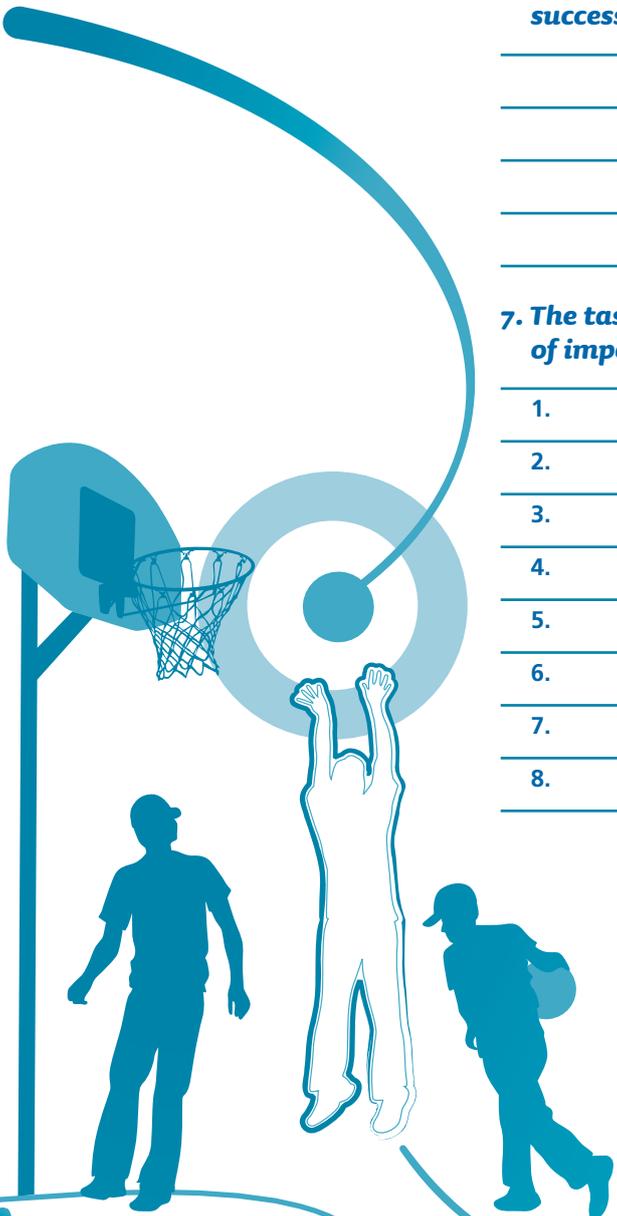
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5. 

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6. 

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7. 

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8. 

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# Tasks Bullseye

The bullseye describes the tasks that may need to be completed for your event to be a success. This allows you to keep track of tasks more easily.

## ONE-OFF TASKS

Media releases

Seek permissions

## REGULAR TASKS (requiring monitoring)

Recruit and manage volunteers

Check the site for safety hazards

EVENT

Determine the methods of evaluation

Collect entries

Manage budgets

Write a safety action plan

Organise sponsorship

Hold planning meetings

Monitor progress of allocated talks

Recruit participants

Promote the event

Source a master of ceremonies (MC)

Book and confirm venue

Transfer tasks to individual role sheets

# Task Analysis Template

<i>Task (what needs to be done)</i>	<i>Who is responsible?</i>	<i>Time required</i>	<i>Deadline</i>	<i>Completed</i>	<i>Evaluation and recommendations</i>

