

# PROJECT DESCRIPTION

## Manage Successful Events

This project is designed to give you tools to coordinate an event. It includes steps for managing the unexpected, leading a team and creating positive outcomes.

**Purpose:** The purpose of this project is to practice planning, organizing, leading, and implementing an event.

**Overview:** Plan, coordinate, and complete an event of your choosing. Tools for planning all aspects of an event are included in this project. After you complete the event, present a 5- to 7-minute speech in your club. Share the impact of the planning process, your team, and the organization for which the event was held. Your speech may be humorous, informational, or any style that appeals to you. It is not a report on the content of this project.

**This project includes:**

- Planning, organizing, and implementing an event of your choosing
- The Event Planning Worksheet
- The Write a Communication Plan resource
- A 5- to 7-minute speech

