

## Event Planning: Practicum Form (pg 1)

### Section A: General Information

**Athlete** Name: \_\_\_\_\_ Program: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ email: \_\_\_\_\_

**Mentor** Name: \_\_\_\_\_ Program: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ email: \_\_\_\_\_

### Section B: ALU Practicum Information

Date of Class: \_\_\_\_\_ Instructor(s): \_\_\_\_\_ Due Date: \_\_\_\_\_

### Practicum Goals Completed:

- Interview a member of the area management or county management team about what they find most challenging and fun about planning events. Ask what tips they have for event planners. Submit your interview with your practicum form.
- Create a personal development plan for the skills you want to improve as an event planner. Submit your interview with your practicum form.
- Help plan an event for your team, delegation, or area **OR** plan one personal event: for example, a birthday party turn. Submit your planning worksheet.

### Reflection Question:

Describe what you learned about leadership during this practicum:

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**Section C: Mentor Observation**

Please have your mentor or county coordinator provide a brief summary about the work you did for your practicum.

**Section D: Approval**

Must be signed below:

_____ Signature of ALU Athlete	_____ Date	_____ Signature of Mentor	_____ Date
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_____ Signature of ALU County Coordinator	_____ Date	_____ Signature of ALU Coordinator	_____ Date
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Please submit completed application to:

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| 1. ALU@soindiana.org | <b>OR</b> | 2. Special Olympics Indiana<br>6200 Technology Center Drive, Suite 105<br>Indianapolis, IN 46278<br>fax (317) 328-2018 |
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**Interview with area management or county management team member**

What do you find most challenging about planning events?

What do you think is the most fun about planning events?

What tips do have for event planners?

## Skills Development Plan

Thinking about the skills you rated lower, which skills do you wish to improve?

How will improve them?

Who do you need to ask for resources or help?

## Event Planning Worksheet

Use this worksheet to plan your event.

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**What is the purpose or objective of the event?**

**Who is on the team?**

**What do you need for the event?**

**What day(s) does the event take place?**

**What is the budget?**

**Where is the event taking place?**

## MASTER PLAN

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**What is the theme or brand for the event?**

**Who are the partners or sponsors? How are you going to request support?**

**What is your marketing and media plan?**

**How will you evaluate the event?**



EVENT RUN OF SHOW (ROS)

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