

**Event Management: Practicum Application (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 managing events. Ask what tips they have for event managers. Submit your interview with your practicum form.
- Create a personal development plan for the skills you want to improve as an event manager. Submit your interview with your practicum form.
- Participate in one State Office event as part of an evaluation team. Submit a summary of the work you did as part of the team and answer to the reflection prompt.

**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
_____ Signature of ALU County Coordinator	_____ Date	_____ Signature of ALU Coordinator	_____ Date

Please submit completed application to:

- 1. ALU@soindiana.org      **OR**
- 2. Special Olympics Indiana  
6200 Technology Center Drive, Suite 105  
Indianapolis, IN 46278  
fax (317) 328-2018

**Interview with area management or county management team member**

What do you find most challenging about managing events?

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

What tips do have for event managers?

## 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?

## Evaluation Team Summary and Reflection

Use this worksheet to describe the event.

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What was the event:

What did you do or observe as part of the evaluation team?

What did you learn about event management from this experience?