

# Meeting and Event Planning

Student Name \_\_\_\_\_

Course No. 106-158

| <b>Tentative Assignment Due Date Sheet</b>                                   |   |   |                        |                      |
|--|---|---|------------------------|----------------------|
| <b>Date</b>  | <b>Resource</b>                         | <b>Assignment</b>   | <b>Points Possible</b> | <b>Points Earned</b> |
| <b>Week 1<br/>January 15<br/><br/>Meeting &amp;<br/>Event<br/>Components</b> | Blackboard Discussion Board             | Introduce yourself to your classmates and tell us about a meeting or event that you planned. Discussion Board #1  | <b>10</b>              |                      |
|  | Blackboard link                         | Introductory email to Instructor (see Welcome Letter)   | <b>10</b>              |                      |
|  | Textbook<br>Blackboard link             | Read Chapters 1, 2, and 3 in the textbook<br>Complete assignment sheet 1: Categorize Meetings and Events.   | <b>60</b>              |                      |
| <b>Week 2<br/>January 22<br/><br/>Meeting &amp;<br/>Event<br/>Components</b> | Internet                                | View website for The Meeting Professionals International at: <a href="http://www.mpiweb.org">http://www.mpiweb.org</a>  |                        |                      |
|  | Internet                                | View website for Effective Meetings at: <a href="http://www.effectivemeetings.com/meetingbasics/index.asp">http://www.effectivemeetings.com/meetingbasics/index.asp</a>                               |                        |                      |
|  | Internet                                | View website for The Convention Industry Council at: <a href="http://www.conventionindustry.org">http://www.conventionindustry.org</a>  |                        |                      |
|  | Internet                                | View website for The Professional Convention Management Association at <a href="http://www.pcma.org">http://www.pcma.org</a>  |                        |                      |
|  | Blackboard link                         | Complete assignment 2: Critique Above Organizational Web Sites  | <b>30</b>              |                      |
|  | Blackboard link                         | Complete assignment 3: Develop an Agenda for a Selected Event   | <b>30</b>              |                      |
|  | Blackboard link                         | Complete assignment 4: Develop an Evaluation Form   | <b>30</b>              |                      |
|  | Blackboard Discussion Board             | Participate in Discussion Board conversation Regarding Organizational Web Sites   | <b>10</b>              |                      |
| <b>Week 3<br/>January 29<br/><br/>Meeting and<br/>Event<br/>Resources</b>    | Textbook<br>Blackboard Link<br>Textbook | Read "Working with and Choosing a Vendor" in the Blackboard Link<br>Read Chapters 4, 5, 6, 7, and 11 in the textbook and complete Critical Thinking assignment  | <b>30</b>              |                      |
|  | Internet<br>Blackboard Link             | Locate community website resources at: <a href="http://www.iacvb.org">http://www.iacvb.org</a> to view a local convention and visitor bureau. Complete Assignment 5: Local Convention Visitors Bureau | <b>20</b>              |                      |

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|---|--|--|------------------------|----------------------|
| <b>Week 4<br/>February 5<br/><br/>Meeting and<br/>Event<br/>Resources</b> | Blackboard link                            | View "Microsoft Office Outlook" presentation and complete Critical Thinking assignment   | <b>25</b>              |                      |
|   | Business Technology Lab<br>Blackboard Link | Explore Microsoft Office Suite Project Management software (part of Microsoft Office Suite). Complete Assignment 6: MS Project   | <b>20</b>              |                      |
|   | Blackboard Link                            | Complete assignment 7: Conduct a Virtual Site of a Hotel   | <b>20</b>              |                      |
|   | Internet<br>Blackboard Link                | View Hyatt Hotel meeting planner website at:<br><a href="http://www.hyatt.com/hyatt/meetings/index.jsp">http://www.hyatt.com/hyatt/meetings/index.jsp</a> Complete Assignment 8: Review of Hyatt website.  | <b>20</b>              |                      |
|   | Microsoft PowerPoint                       | Submit a PowerPoint presentation regarding a selected event identity.  | <b>25</b>              |                      |
| <b>Week 5<br/>February 12<br/>Pre-<br/>Planning<br/>Activities</b>        | Textbook<br>Blackboard Link                | Read Chapters 8 and 10 in the textbook. View PowerPoint presentation: Timelines and RFPs and complete Critical Thinking Assignment Parts 1 and 2   | <b>40</b>              |                      |
|   | Blackboard Discussion Board Link           | Participate in Discussion Board conversation   | <b>15</b>              |                      |
| <b>Week 6<br/>February 19<br/><br/>Pre-<br/>Planning<br/>Activities</b>   | Textbook<br>Internet<br>Blackboard Link    | Read Chapter 9 in your textbook. Calculate a budget for an event using<br><a href="http://www.eventageous.com/planning_guides/budgetcalc.htm">http://www.eventageous.com/planning_guides/budgetcalc.htm</a> or<br><a href="http://www.partyop.com">http://www.partyop.com</a> Complete Assignment 9: Budgets | <b>15</b>              |                      |
|   | Textbook<br>Internet<br>Blackboard Link    | Read Chapters 12 and 13 in your textbook. Complete Assignment 10: Contracts and Assignment 11: Promotional Strategies.   | <b>10<br/>15</b>       |                      |
| <b>Week 7<br/>February 26<br/><br/>Pre-<br/>Planning<br/>Activities</b>   | Textbook<br>Student                        | Read Chapter 14 in your textbook. Attend and critique an exhibit and complete Assignment 12. Observations of an Exhibit.   | <b>60</b>              |                      |
|   | Blackboard Discussion Board Link           | Participate in Discussion Board conversation for Week 7  | <b>15</b>              |                      |

| <b>Date</b>                 | <b>Resource</b>                  | <b>Assignment</b>   | <b>Points Possible</b>         | <b>Points Earned</b> |
|-----------------------------|----------------------------------|---|--------------------------------|----------------------|
| <b>Week 8<br/>March 5</b>   | Textbook<br>Blackboard Link      | Read Chapter 15 in your textbook. View PowerPoint presentation: Selection & Preparation of the Meeting Room and complete Critical Thinking Assignment   | <b>20</b>                      |                      |
|                             | Textbook<br>Blackboard Link      | Read Chapters 17, 18, 20, and 21 of the textbook. Complete Assignment 13: Booking a Speaker, Assignment 14: Transportation, Assignment 15: Audio Visual Checklist, and Assignment 16: Registration and Housing  | <b>10<br/>10<br/>10<br/>10</b> |                      |
|                             | Internet                         | Critique selected Internet sites for speakers including The National Speakers' Association at <a href="http://www.nsaspeaker.org">http://www.nsaspeaker.org</a>   |                                |                      |
|                             | Blackboard Discussion Board      | Participate in Discussion Board conversation regarding Internet sites for speakers  | <b>10</b>                      |                      |
| <b>Week 9<br/>March 19</b>  | <b>Welcome Back!</b>             |   |                                |                      |
|                             | Textbook                         | Read Chapter 19 in your Textbook. Complete the questionnaire on page 186. Read the three handouts. Complete Assignment 17: Email your instructor (1) Your score on the questionnaire, and (2) A paragraph "Reflection" on the three handouts (one email).                                     | <b>15</b>                      |                      |
|                             | Internet<br>Blackboard Link      | Read "Tips on Size and Numbers." Calculate meeting space needs with PlanSoft Meeting Space calculator at: <a href="http://mms.plansoft.com/global/search/space_calculator.asp">http://mms.plansoft.com/global/search/space_calculator.asp</a> Complete Assignment 18: Calculate Meeting Space | <b>15</b>                      |                      |
|                             | Blackboard Link                  | View eStreamed presentation by guest speakers. Send me an email with three most important points (more if you'd like!)  | <b>30</b>                      |                      |
|                             | Blackboard Discussion Board Link | Critique the eStreamed presentation by guest speakers and participate in Discussion Board conversation  | <b>15</b>                      |                      |
| <b>Week 10<br/>March 28</b> | Blackboard Link                  | View PowerPoint Presentation on "Runaway Meetings" and after research add "Idea 7" to Slide 12 (do not duplicate information in previous slides)  | <b>15</b>                      |                      |
|                             | Blackboard Link                  | Complete Critical Thinking Assignment for Video Conferencing  | <b>60</b>                      |                      |
|                             | Blackboard Link                  | Complete Critical Thinking Assignment for Audio Conferencing  | <b>25</b>                      |                      |

| <b>Date</b>  | <b>Resource</b>   | <b>Assignment</b>   | <b>Points Possible</b>              | <b>Points Earned</b> |
|--|---|---|-------------------------------------|----------------------|
| <b>Week 11<br/>April 2<br/><br/>Event Activities</b>   | Textbook<br>Blackboard Link                                     | Read Chapter 16 in your textbook.<br>Complete Assignment 19: Choosing Give-Away Items and Design a Name Badge   | <b>10</b><br><b>10</b>              |                      |
|  | Textbook<br>Blackboard Link                                     | Read Chapters 22, 23, and 24 in the textbook. Complete Assignment 20: Checklist for Action Items, Assignment 21: Registration, and Assignment 22: Crisis Scenarios                                | <b>10</b><br><b>10</b><br><b>10</b> |                      |
|  | Blackboard Discussion Board Link                                | Participate in Discussion Board conversation for Weeks 10-11 regarding Audio Conferencing   | <b>15</b>                           |                      |
| <b>Week 12<br/>April 9<br/><br/>Event Activities</b>   | Textbook<br>Blackboard Link                                     | Read Chapter 25 and complete Assignment 23: Chapter Review.   | <b>25</b>                           |                      |
|  | Blackboard Discussion Board Link                                | Participate in Discussion Board conversation for Week 12 regarding Ethics   | <b>15</b>                           |                      |
|  | Blackboard Link   | Read Minutes of a Meeting and complete Assignment 24  | <b>20</b>                           |                      |
|  | Textbook<br>Blackboard Link                                     | Read Tipping and complete Assignment 25   | <b>15</b>                           |                      |
| <b>Week 13<br/>April 16<br/><br/>Event Activities</b>  | Blackboard Link   | View "Slide 7" presentation and vote for winner   | <b>10</b>                           |                      |
|  | Blackboard Link   | View eStreamed presentation by guest speaker. Complete Assignment 26  | <b>30</b>                           |                      |
| <b>Week 14<br/>April 22<br/><br/>Event Activities</b>  | Blackboard Link   | Complete Assignment 27: Initech's Sales Force Meeting   | <b>20</b>                           |                      |
|  | Blackboard Link   | Complete Critical Thinking Assignment: Creating Objectives that Satisfy Stakeholders  | <b>18</b>                           |                      |
|  | Blackboard Link   | Complete Assignment 28: Keeping Expenses to a Minimum   | <b>25</b>                           |                      |
| <b>Weeks 15<br/>April 30<br/><br/>Event Activities</b> | Textbook<br>Blackboard Link<br>Blackboard Discussion Board Link | Read Chapters 26, 27, and complete Critical Thinking Assignment (Chapter 27 is Certification Information). Complete Assignment 29 <i>International Savoir-faire</i> Discussion Board conversation | <b>10</b><br><b>15</b>              |                      |
|  | Blackboard  | Submit final PowerPoint presentation to instructor  | <b>50</b>                           |                      |
| <b>Week 16<br/>May 7<br/><br/>Wrap up</b>              | Blackboard<br>Blackboard Discussion Board Link                  | View student presentations and participate in Discussion Board conversation   | <b>20</b>                           |                      |
|  | Blackboard Link   | Class Evaluation  | <b>10</b><br><b>Extra Credit</b>    |                      |

***NOTES:***