

EVENT PLANNING ACTIVITY

Case: You just received an email informing you it's your turn to host the holiday party. Normally, the planning is done by October, but it's November 19th. The email provided these general instructions

- You have a \$4,000 budget for the estimated 75 employees
- The location should be accessible to the employees – no more than 1-hour commute time
- Directors want to present team awards – no more than 30-minutes
- To be held one evening, on a weekday

The office still talks about last year's and you really want to knock it out the park!

Problem: Today is November 24th and it's crunch time! When you came into work today you found an email informing you that the CEO arranged entertainment for the holiday party. They booked a band and comedian for 4 hours. Great news because it doesn't affect your budget! However, the entertainers have certain audio-visual needs. Also, the estimated guest list is now 157 people.

Activity Timebox: 25 minutes

Instructions:

This is a 4-part activity. **Part 1** Take one minute to brainstorm what you might want to move on or where you would start. **Part 2** Then, form into pairs, discuss the case and come up with some ideas how to get started. Record your pair's ideas on stickies. Pairs have 2 minutes to formulate at least 2 ideas; ideas must be feasible given the case. When part 2 timebox expires, stop all discussion and return to your groups. **Part 3** As a group discuss how you will implement your ideas to solve the problem. Groups have 7 minutes to formulate at least 3 ideas which are actionable, given the case. Elect a spokesperson to present in Part 4. When the timebox expires stop all discussion. **Part 4** Reconvene, invite each group to report the group's 3 actionable ideas.

Facilitator note: Announce the problem at the end of part 2. Advise the participants to consider the problem as they group and self-organize on action items.

Timebox, Part 1: 1 minute to brainstorm

Timebox, Part 2: 2 minutes to formulate at least 2 ideas

Timebox, Part 3: 7 minutes to formulate at least 3 ideas which are actionable

Timebox, Part 4: 10 minutes to present group ideas

Conduct a brief retro: 5 minutes

What did you do, what did you discover, how would you do it differently?

Facilitator points: This is meant to be a light activity, encourage the participants to avoid deep-dives on the ideas. The timeboxes are a hard-stop. Observe discussions and collaboration during the activity parts. During the retro highlight similarities and differences.