

## 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 19<sup>th</sup>. 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!

### Instructions:

**Part 1** Take one minute to brainstorm what you might want to more on or where you would start.

**Part 2** Form into pairs and discuss the case and come up with some ideas how to get started. Record your pair's ideas on stickies. You and your partner have 2 minutes to formulate at least 2 ideas; ideas must be feasible given the case. When part 2 timebox expires, return to your working groups.

**Part 3** As a group discuss how you will implement your ideas to solve the problem. Your group has 7 minutes to formulate at least 3 ideas which are actionable, given the case. Don't forget to elect a spokesperson to present in Part 4.

**Part 4** Reconvene, invite each group to report the group's 3 actionable ideas.

Reflect on the activity with these 2 key questions:

1. Were you able to implement your pair's initial ideas as a group?
2. What did group discussion do to your ideation, and did you reach consensus?