



Class Title: Red Event Planning & Project Management

Subjects Covered: Elective

Teacher Name: Sam Procopio

Class Day: Friday

Class Size: 18

Overall Class Cost: \$117

Individual Student Supply Fee: \$50

Class Fee: \$96

Ages or color group served: Red

What level is this class: Level 3

Prerequisites: Students should be willing to work as part of a team, communicate professionally, meet deadlines, and take responsibility for assigned portions of a real event.

Graduation Requirements: Students must complete weekly assignments, fulfill their assigned event-planning responsibilities, and contribute to the final Event Students will also be expected to participate in the execution of the graduation and dance.

Homework Requirements: Students should expect approximately 1 hour of homework each week. Because this is a real event with real deadlines, students will be expected to complete assigned tasks on time.

Class Description:

In this hands-on course, students will learn the fundamentals of event planning and project management by planning a real event from start to finish: HCU's graduation ceremony and dance. With the date and venue already secured, students will take responsibility for developing the remaining pieces of the event, including budgeting, theme and design, vendors, food, entertainment, decorations, ceremony details, marketing and communication, timelines, logistics, and contingency planning. Along the way, students will practice budgeting, professional communication, teamwork, leadership, problem-solving, negotiation, decision-making, and working within real deadlines and constraints. By the end of the course, students won't just have learned how an event comes together, they'll have actually planned one.

Week 1:

We Have an Event. Now What?: We will introduce the graduation ceremony and dance as the class project. Students learn the major components of event planning, review what has already been decided, identify everything that still needs to happen, and establish the event's goals. We'll create our master task list and begin assigning student roles + teams.

Week 2:

Budgeting & Priorities: Students receive the real event budget and learn how to build and manage an event budget. They'll research realistic costs, distinguish needs from wants, prioritize spending, and determine how much can be allocated to each category.

Week 3:

Theme, Experience & Design: What do we want graduation night to actually feel like?

Students will develop ideas for the overall experience, including the dance theme, colors, décor, atmosphere, graduate experience, guest experience, and visual direction.

They'll present ideas and make final decisions as a group.

Week 4:

Vendors, Quotes & Negotiation: Students learn how to find and evaluate vendors, request quotes, compare options, communicate professionally, and negotiate.

Depending on what's needed, teams begin working on DJ/music, food, decorations, etc.

Week 5:

Graduation Ceremony Planning: We will shift specifically to the graduation ceremony.

Students will plan the order of events, entrance, seating, speakers, music, awards + diplomas, graduate recognition, programs and other ceremony details. Begin creating the official run of show.

Week 6:

Planning the Dance: Students plan the celebration after graduation: entertainment, music, food + drinks, activities, décor, photo opportunities, seating and flow. Everything has to work within the budget and venue limitations.

Week 7:

Marketing, & Communication: Students learn the communication side of event management. They'll determine what graduates and families need to know and help develop the announcements, registration information, deadlines, signage, programs and other event communications.

Week 8:

Logistics: Making the Plan Actually Work: Now we get extremely practical. Where does everything go? When does it arrive? Who sets it up? Where do graduates report? Where do families sit? Students work on floor plans, setup requirements, supplies, equipment, volunteer needs and the event-day timeline.

Week 9:

When Things Go Wrong: Every event has problems. Students work through realistic scenarios: the DJ cancels, food is late, weather becomes an issue, decorations don't arrive, technology fails, attendance is higher than expected, someone doesn't show up, etc. The class develops backup plans for the real event.

Week 10:

Finalize the Event Plan: Teams report on their areas. We confirm vendors, purchases, budget, décor, food, entertainment, ceremony details, communications and logistics. Students identify anything that remains unfinished and assign final responsibilities.

Week 11:

Event Rehearsal & Troubleshooting: Walk through the entire event. Students practice the ceremony flow, examine transitions, identify potential bottlenecks and finalize the master run-of-show, setup checklist, emergency contacts, student responsibilities and cleanup plan.

Week 12:

Ready to Execute: Final production meeting. Students present their completed areas, verify that every major task has an owner, review the budget and finalize all event-day materials. The class finishes with a complete professional Event Plan that can be handed to anyone involved in graduation and used to execute the event.

