Introduction to Careers in Hospitality and Tourism

Unit 8 – Meeting and Event Planning

**Summative Assessment - Rubric**

**Summative Assessment - Planned Event Rubric**

Event Description

 Description of the event, its purpose, theme, type entertainment, and number of guests invited. (50 pts)

Event Details & Schedules

 Chronological “To Do List” for days and hours leading up to event (15 pts)

 Materials & Supply List (15 pts)

 Budget (include cost of venue, caterer expenses, cost of hired entertainment, decorations, food, etc) (20 pts)

Decorations

 Sample decoration(s) (Favor, Centerpiece, Place Cards, etc) (10 pts)

Invitation(Choose one)

Computer generated/sent invitation (ex. Evite.com)

\_\_\_\_\_\_\_\_ Print your online invitation (10 pts)

Hand-made invitation

\_\_\_\_\_\_\_\_ Provide one sample invitation & envelope (10 pts)

Purchased Invitation from Store or Vendor

\_\_\_\_\_\_\_\_ Provide one sample invitation & envelope (10 pts)

Venue(Choose one)

Private home or backyard

\_\_\_\_\_\_\_\_ Floor Plan (25pts)

Public location like a hotel, Elk’s Club, Park

\_\_\_\_\_\_\_\_ Filled out Venue Contract (5 pts)

\_\_\_\_\_\_\_\_ Floor Plan (20 pts)

Menu

 Menu written in proper format creatively displayed (20 pts)

Menu meets the requirements listed in assignment description

Who is making the food? (Choose one)

Food is Catered by venue or outside caterer or picked up “take out” style

\_\_\_\_\_\_\_\_ Filled out Caterer contract or order form (10 pts)

\_\_\_\_\_\_\_\_ Caterer’s cost added to your budget (5 pts)

Food is partially catered and partially homemade/store bought food

\_\_\_\_\_\_\_\_ Filled out Caterer contract or order form (5 pts)

\_\_\_\_\_\_\_\_ Grocery list (5 pts)

\_\_\_\_\_\_\_\_ Caterer’s cost & grocery costs added to your budget (5 pts)

Food is homemade and/or purchased from grocery store

\_\_\_\_\_\_\_\_ Grocery list (7.5 pts)

\_\_\_\_\_\_\_\_ Grocery cost added to your budget (7.5 pts)

**Total Score (180 pts)**

In this space, please reflect on the assignment and describe any changes you would make, if given more time.

Student Reflective Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Teacher’s Notes and Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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