

Benefit Project

One of your co-workers has been diagnosed with cancer. Your boss would like to host a benefit in honor of your co-worker and has asked your group to plan a benefit that will be open to the community. You have a \$3,000 dollar budget. You need to complete the following tasks:

- Decide on the type of benefit to hold (the money you have been given should be used to ATTRACT people who will donate funds to your co-worker)
- Create a flyer for the event that can be hung up in town
- Create a budget that explains how the money will be spent—down to the penny. You should spend this money wisely—after all it is for a good cause.
- Rent a building to host the event
- Create a schedule of workers for the event who will be in charge of all aspects of the event (the people in this class are the members of your office—use them to create the schedule). Make sure you think of all tasks that will have to be accomplished the day of the event. For instance, someone would have to be in charge of collecting donations, setting up, and cleaning up—there are various other jobs your event may have.
- A PowerPoint must be completed explaining all aspects of the benefit. The presentations will be given in front of the classroom. One slide **MUST** explain how the entire budget was utilized. (You will need to select a person or persons to create the PowerPoint and a person or persons to present the PowerPoint.)

Your first task should be assigning each group member tasks that you believe he/she is capable of completing—do think personalities and abilities here. Once you have chunked the project for your group, your leader is responsible for ensuring that each person adequately completes his/her task. Therefore you must schedule a time when each group member presents his/her findings to the leader **BEFORE** the entire presentation is made to the classroom.

Fill out the chart below to chunk your task.

| Task | Person or Persons Responsible | Date to present to leader |
|---------------|-------------------------------|---------------------------|
| Flyer | | |
| Budget | | |
| Building | | |
| Work Schedule | | |
| PowerPoint | | |
| Presenters | | |

The project is due Thursday, February 26.