Life Event Planning is an *individual* or *team event* that recognizes participants who apply skills learned in Family and Consumer Sciences courses to manage the financial costs of an upcoming event. An upcoming event is defined as a planned event that is taking place during the 2018, 2019 or 2020 calendar years. Wedding planning is not an appropriate event topic unless the student or family member is engaged with a wedding date in 2018, 2019, or 2020. "Dream events" with no timeline are not allowed.

Examples of events include, but are not limited to:

- preparing to move into a dormitory room
- hosting a party or celebration
- operating a vehicle for one month
- taking a school or personal trip
- hosting a *family* reunion
- paying initial costs of a new job
- managing personal costs of attending the prom
- paying school expenses for one grade level.

Planning events for the FCCLA chapter, school, or other organizations are not appropriate for this event. Participants select an upcoming event in their lives, determine the amount they can budget for the event, and prepare in advance an event *portfolio.* At the event site, participants present the *portfolio* to the evaluators.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10–12

Occupational: grades 10–12

See page 9, item #2 in the introduction section of the state manual for more information on event categories.

STANDARDS ALIGNMENTS

See STAR Events Resources Page for detailed event alignment information to national educational initiatives and standards.

CAREER CLUSTERS

- Business Management & Administration
- Finance
- Marketing

PROCEDURES & TIME REQUIREMENTS

1. Each entry will submit a *portfolio* (*hardcopy* or *electronic*) to the event room consultant at the designated time for participation.

2. The participant(s) will have 5 minutes to set up for the event. Other persons may not assist.

3. Room consultants and evaluators will have 10 minutes to preview the *portfolio* (*hardcopy* or *electronic*) during setup. The participant must make the *electronic portfolio* accessible to evaluators.

4. The oral presentation **may be up to 10** minutes in length. A one-minute warning will be given at 9 minutes. The participant will be stopped at 10 minutes.

5. If audio or audiovisual recordings are used, they are limited to 1-minute playing time during the presentation.

6. Following the presentation, evaluators will have 5 minutes to interview the participant.

7. Evaluators will have up to 5 minutes to use the rubric to score and write comments for each participant.

GENERAL INFORMATION

Individual or Team Event	Prepare Ahead of Time	Equipment Provided	Electrical Access	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
Individual or Team	Portfolio, Oral Presentation	Table	Not provided	5 minutes	10 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	30 minutes

PRESENTATION ELEMENTS ALLOWED

Audio	Costumes	Easel(s)	File Folder	Flip Chart(s)	Portfolio	Props/ Pointers	Skits	Presentation Equipment	Visuals
■		■		■	■			■	■

ELIGIBILITY & GENERAL INFORMATION

1. Review "General Policies" in the introduction section of the state manual on pages 8-18 prior to event planning and preparation.

2. Participants must have completed a course or a unit in consumer management or financial education in a Family and Consumer Sciences program or must have completed a unit of the FCCLA Financial Fitness national program.

3. A table will be provided. Participants must bring all other necessary supplies and/or equipment. Wall space is not available.

4. **Access to an electrical outlet will not be provided.** Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for audiovisual or *electronic portfolio* presentation. At state competition, however, if an electrical outlet is available in the competition room or station, participants are free to use it. Tables may not be moved in order to be closer to the outlet and extension cords will not be provided.

Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA STAR Events binder obtained from the FCCLA national emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *content divider pages*, must fit within the cover, be one-sided, and may not exceed 32 pages, as described below. Divider page tabs may extend up to 1" outside the cover. Once a *hardcopy portfolio* has been turned in to the evaluators, participants may not switch to an *electronic portfolio.*

Electronic Portfolio

An *electronic portfolio* may be either in PowerPoint, Prezi, or other electronic format that can be viewed by the evaluators and room consultants prior to the oral presentation. The *electronic portfolio* and the hardware (method) to view it (i.e., *equipment, files, projectors, screens, laptops*) will be turned in to the room consultant at the designated participation time. Participants assume the responsibility of providing the *technology* used to show the evaluators the project. Once an *electronic portfolio* is turned in to the evaluators, participants may not switch to a *hardcopy portfolio. Portfolio* may not exceed 43 slides, as described below.

1-8 ½" x 11" page or 1 slide	*Project Identification Page*	*Plain paper* or slide, with no *graphics* or decorations; must include participant's name(s), chapter name, school, city, state, event name, and project title.
1-8 ½" x 11" page or 1 slide	Table of Contents	List the parts of the *portfolio* in the order in which the parts appear.
1-8 ½" x 11" page or 2 slides	FCCLA *Planning Process* Summary Page	Summarize how each step of the *Planning Process* was used to plan and implement the project; use of the *Planning Process* may also be described in the oral presentation.
1	Evidence of Online Project Summary Submission	Complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include proof of submission in the *portfolio*.
0–4	*Content Divider Pages* or Sections	Use 0 to 4 *content divider*/section pages or slides. *Content divider*/section pages may be tabbed, may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers. They must not include any other *content*.
Up to 24 8 ½" x 11" pages or 34 slides	Profile of Event	Up to three pages, or five slides containing a profile of the selected upcoming event; must include type of event (see examples in event description), date of event, a description of the role of needs and wants in the situation, a goal statement(s) for the project, a description of the role of values and/or priorities in the situation, and a summary of challenges involved in developing a workable financial plan.
	Comparison Shopping	Up to twelve pages, or seventeen slides must include evidence of comparison shopping for five goods and/or services. Identify function and priority of each good/service as needed for successful completion of event. More than 5 may be identified. For each good and/or service, provide 2 or more sources, costs, and features. Develop your own format; *graphics* may be used.
	Event Plan	Up to five pages, or seven slides using the chart format provided (see sample); must include sources and amount of income budgeted, a list of all products/services to be acquired, sources selected, key features considered, quantities, unit costs, and total costs. *Graphics* may be used.
	Resources Summary	Up to four pages, or five slides must include list of at least six *resources*, both human and nonhuman, used to complete the project, including sources of product/service information and sources of advice; use the template as provided.
	Appearance	*Portfolio* must be neat, legible, and *professional* and use correct grammar and spelling.

Life Event Planning Specifications (continued)

Oral Presentation

The oral presentation **may be up to 10** minutes in length and is delivered to evaluators. The presentation is to describe research and planning efforts in detail. The *portfolio* will be used by the participant during the oral presentation. Participants may use *visuals* including posters, charts, slides, presentation software, and *audiovisual equipment*. If audio or audiovisual recordings are used, they are limited to 1-minute playing time during the presentation.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize research.
Knowledge of Subject Matter	Demonstrate knowledge of planning, budgeting, and managing costs of an event.
Explanation of Financial Situation	Clearly and thoroughly explain the role of needs, wants, goals, values, priorities, and challenges in the financial situation.
Explanation of Decisions Involved in Financial Plan	Explain a minimum of three decisions that were involved in the financial plan.
Summary	Summarize ways in which planning a financial situation was helpful.
Use of *Portfolio* and *Visuals*	Use *portfolio* to describe all phases of the project. Use original, creative, and appealing *visuals* to enhance the presentation.
Voice	Speak clearly with appropriate pitch, volume, and tempo.
Body Language/ Clothing Choice	Use appropriate body language. Wear appropriate clothing for the nature of the presentation including gestures, posture, mannerisms, eye contact.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and proper pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.

Sample Excerpt: Event Plan

Name of Member _____   Date _____

Title of Project ___ **"Happy Birthday, Sis"** _____

Goal **To host a surprise birthday party for my sister and pay all costs myself** _____

INCOME		EXPENDITURES						
Source	Amount of Income	Product	Service	Source	Key Features	Quantity	Cost	Total Cost
Income, part-time job	$225	NA	Rent Clubhouse	Local Civic-Clubhouse	Low Cost, safe neighborhood, space to dance	1 day and night	$75–25 (deposit returned)	$50
Savings	$200	Vegetable Tray/Dip	NA	Neighborhood Deli	Low cost, tasty, healthy	1 to feed 50 people	$35	$35

REMINDER: *An upcoming event is defined as a planned event that is taking place during the 2018, 2019 or 2020 calendar years. Wedding planning is not an appropriate event topic unless the student or family member is engaged with a wedding date in 2018, 2019, or 2020. "Dream events" with no timeline are not allowed. Planning events for the FCCLA chapter, school, or other organizations are not appropriate for this event. See full event description.*

STAR Events Point Summary Form
LIFE EVENT PLANNING

DIRECTIONS:

1. Make sure all information at top is correct. If a student named is not participating, cross their name(s) off. If a team does not show, please write "No Show" across the top and return with other forms. Do **NOT** change team or station numbers.
2. Before student presentation, the room consultants must check participants' portfolio using the criteria and standards listed below and fill in the boxes.
3. At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rubrics and staple all items related to the presentation together.
4. At the end of competition in the room, double check all scores, names, and team numbers to ensure accuracy. Sort results by team order and turn in to the Lead Consultant.
5. Please check with the Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Check-in 0 *or* 5 points	**0** Did not attend participant check-in	**5** Attended participant check-in	
Hardcopy Portfolio 0–1 point or **Electronic Portfolio** 0–1 point	**0** Binder is not the official FCCLA binder **0** Electronic Portfolio not in viewable format to the evaluators	**1** Binder is the official FCCLA binder **1** Electronic Portfolio in viewable format to the evaluators	
Portfolio Pages 0–3 points	**0** Portfolio exceeds the page limit	**1**　　　**2**　　　**3** **2 or more errors**　**1 error**　**no errors** Portfolio contains no more than 32 single-sided pages or 43 slides completed correctly, including: • 1 project ID page or slide • 1 table of contents page or slide • 1 Planning Process summary page or 2 slides • 1 Project Summary Submission Proof • Up to 4 content divider pages or slides • Up to 24 content pages or 34 content slides	
Punctuality 0–1 point	**0** Participant was late for presentation	**1** Participant was on time for presentation	

EVALUATORS' SCORES

Evaluator 1_____   Initials _____

Evaluator 2_____   Initials _____

Evaluator 3_____   Initials _____

Total Score_____   divided by number of evaluators

_____   = **AVERAGE EVALUATOR SCORE**
Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)

ROOM CONSULTANT TOTAL
(10 points possible)

AVERAGE EVALUATOR SCORE
(90 points possible)   _ _ . _ _

FINAL SCORE
(Average Evaluator Score plus Room Consultant Total)   _ _ . _ _

RATING ACHIEVED (circle one)   **Gold:** 90-100   **Silver:** 70-89.99   **Bronze:** 1-69.99

VERIFICATION OF FINAL SCORE AND RATING (please initial)

Evaluator 1_____   Evaluator 2_____   Evaluator 3_____   Adult Room Consultant_____   Event Lead Consultant_____

LIFE EVENT PLANNING
Rubric

PORTFOLIO							Points
FCCLA **Planning Process** **Summary Page** 0–5 points	**0** Planning Process summary not provided	**1** Inadequate steps in the Planning Process are presented	**2** All Planning Process steps are presented but not summarized	**3** All Planning Process steps are summarized	**4** Evidence that the Planning Process was utilized to plan project	**5** The Planning Process is used to plan the project. Each step is fully explained	
Profile of Event *Role of needs/wants* 0-3 points	**0** Not included		**1** Explanation unclear		**2** Explained partially	**3** Explained thoroughly	
Profile of Event *Goal statement(s)* 0-2 points	**0** Goal(s) of project not stated		**1** Goal(s) of project stated		**2** Goal(s) of project stated and is measurable, specific, and appropriate for the project		
Profile of Event *Role of values and/or priorities* 0-2 points	**0** Role of values/priorities not stated		**1** Role of values/priorities stated, but unclear		**2** Role of values/priorities stated clearly and thoroughly		
Profile of Event *Description of financial challenges* 0-3 points	**0** Financial challenges were not described	**1** Challenges(s) described partially, but unclear		**2** Challenges partially described	**3** Challenges described clearly and thoroughly		
Comparison Shopping *Format* 0-3 points	**0** Disorganized, lacks consistent format	**1** Format difficult to interpret		**2** Format understandable, but could be organized more effectively	**3** Format clear and effective		★
Comparison Shopping *Goods and services identified* 0-3 points	**0** No sources stated for goods/services	**1** 1 or 2 goods/services identified		**2** 3 or 4 goods/services identified	**3** 5 or more goods/services identified		
Comparison Shopping *Sources, costs and features* 0-3 points	**0** Not provided	**1** Incomplete information or provided for less than 5 goods/services		**2** 2 or more sources, costs and features are listed for each of the 5 goods/services	**3** 2 or more sources, costs and features are for each of the 5 goods/services. Thorough information is provided for each		
Comparison Shopping *Quantities of goods and services* 0-3 points	**0** No quantities shown	**1** Quantities shown for up to 1/3 of items		**2** Quantities shown for up to 2/3 of items	**3** Quantities shown for all items		
Event Plan *List of products/services* 0-3 points	**0** Most needed products/services omitted	**1** Many needed products/services omitted		**2** Most needed products/services listed	**3** All needed products/services listed		
Event Plan *Quantities and costs* 0-3 points	**0** Quantities and costs not shown	**1** Shown for up to 1/3 items		**2** Shown for up to 2/3 items	**3** Shown for more than 2/3 of all items		
Resources Summary *Variety of resources* 0-3 points	**0** Only one type of resource, no variety	**1** 2-3 types of resources, minimal variety		**2** 4-5 types of resources, some variety	**3** 6 or more types of resources		
Resources Summary *Format used* 0-2 points	**0** Disorganized, lacks consistent format		**1** Format difficult to interpret		**2** Format clear and effective		
Resources Summary *Summary of learnings* 0-3 points	**0** No paragraph of learnings	**1** Summary of learnings unclear		**2** Only partially explained	**3** Explained clearly and thoroughly		
Appearance 0-3 points	**0** Portfolio is illegible and unorganized	**1** Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly		**2** Portfolio is neat, legible, and professional, with correct grammar and spelling	**3** Neat, legible, professional, correct grammar and spelling used with effective organization of information		

Life Event Planning Rubric (continued)

Points

ORAL PRESENTATION

Criterion	Levels						Points
Organization/ Delivery 0 – 10 points	**0** Presentation is not done or presented briefly and does not cover components of the project	**1 2** Presentation covers some topic elements	**3 4** Presentation covers all topic elements but with minimal information	**5 6** Presentation gives complete information but does not explain the project well	**7 8** Presentation covers information completely but does not flow well	**9 10** Presentation covers all relevant information with a seamless and logical delivery	
Knowledge of Subject Matter 0-5 points	**0** Little or no evidence of knowledge	**1** Minimal evidence of knowledge	**2** Some evidence of knowledge	**3** Knowledge of subject matter is evident but not effectively used in presentation	**4** Knowledge of subject matter is evident and shared at times in the presentation	**5** Knowledge of subject matter is evident and incorporated throughout the presentation	★★★
Explained Financial Situation *Needs and wants, goal(s), values and priorities, financial challenges* 0-4 points	**0** None of the four elements are explained, either partially or in full	**1** 1-2 elements explained, either partially or full	**2** 3 elements explained, either partially or full	**3** 4 elements explained, but one or more is incomplete	**4** 4 elements explained clearly and thoroughly		
Explained Decisions Involved in Developing Financial Plan for Event 0-5 points	**0** Did not mention/explain any decisions	**1** Mentioned one decision, did not explain	**2** Mentioned two decisions, did not explain	**3** Explained one decision	**4** Explained two decisions	**5** Explained three or more decisions	★★
Summary of Ways in Which Financial Planning was Helpful 0-3 points	**0** No summary given	**1** Summary was ineffective	**2** Somewhat effective summary	**3** Highly effective summary			
Use of Portfolio and Visuals during Presentation 0-5 points	**0** Portfolio and visuals not used during presentation	**1** Portfolio and visuals used to limit amount of speaking time	**2** Portfolio and visuals used minimally during presentation	**3** Portfolio and visuals incorporated throughout presentation	**4** Portfolio and visuals used effectively throughout presentation	**5** Presentation moves seamlessly between oral presentation, portfolio and visuals	
Voice – pitch, tempo, volume 0-3 points	**0** Voice qualities not used effectively	**1** Voice quality is adequate	**2** Voice quality is good, but could improve	**3** Voice quality is outstanding and pleasing			
Body Language/ Clothing Choice 0-3 points	**0** Uses inappropriate gestures, posture or mannerisms, avoids eye contact/inappropriate clothing	**1** Gestures, posture, mannerisms and eye contact is inconsistent/ clothing is appropriate	**2** Gestures, posture, mannerisms, eye contact, and clothing are appropriate	**3** Gestures, posture, mannerisms, eye contact, and clothing enhance presentation			
Grammar/Word Usage/ Pronunciation 0-3 points	**0** Extensive (more than 5) grammatical and pronunciation errors	**1** Some (3-5) grammatical and pronunciation errors	**2** Few (1-2) grammatical and pronunciation errors	**3** Presentation has no grammatical or pronunciation errors			
Responses to Evaluators' Questions 0-5 points	**0** Did not answer evaluators' questions	**1** Unable to answer some questions	**2** Responded to all questions but without ease or accuracy	**3** Responded adequately to all questions	**4** Gave appropriate responses to evaluators' questions	**5** Responses to questions were appropriate and given without hesitation	

Evaluator's Comments:

TOTAL

(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____

FCCLA

LIFE EVENT PLANNING
Event Plan

Name of Member _____ Date _____

Title of Project _____ Goal _____

INCOME		EXPENDITURES						
Source	Amount of Income	Product	Service	Source	Key Features	Quantity	Unit Cost	Total Cost

Total Amount Budgeted _____   **Total to be Spent** _____

Note: Use up to 5 Event Plan pages to include all elements needed for the selected project. Enter the total amount budgeted and the total to be spent only on the last page of the Event Plan.

LIFE EVENT PLANNING
Resources Summary Template

A minimum of six (6) resources should be used to complete the project. The Resources Summary should follow this format and should not exceed 4 pages or 6 slides, and be placed in the portfolio.

Summary of Learning (what did you learn about the use of resources while completing your project?):			

TYPE OF RESOURCE	PRODUCT OR SERVICE DESCRIPTION	SOURCE CONTACT INFORMATION	ADDITIONAL NOTES
☐Human ☐Nonhuman			
☐Human ☐Nonhuman			
☐Human ☐Nonhuman			
☐Human ☐Nonhuman			
☐Human ☐Nonhuman			
☐Human ☐Nonhuman			