

# Learning Activity Sheets in TECH PRO- Family Consumer Science \_ Events Management Services

Quarter 1

Lesson

2

Learning Activity Sheet for Tech-Pro FCS Events Management Services  
Quarter 1: Lesson 2

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Bureau of Learning Delivery  
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## LEARNING ACTIVITY SHEET

<b>Learning Area:</b>	Events Management Services	<b>Quarter:</b>	1
<b>Lesson Exemplar No.:</b>	2	<b>Date:</b>	
<b>Lesson Title/ Topic:</b>	<b>Identifying Career Opportunities in Events Management</b> Core Event Management Roles		
<b>Name:</b>		<b>Grade &amp; Section:</b>	

**I. Activity No. 1/Option 1:**

**II. Objective(s):** At the end of the activity, you should be able to identify the key roles of event management services.

**III. Materials Needed:** Role Description Cards

**IV. Instructions:** Listen to real-life event scenarios and guess what role is being described. Raise the labeled card that matches the description of the real-life event scenario.

### Role Description Card

1.

#### Event Planner

**Main Duties:**

Oversees the entire event from start to finish

Sets goals, creates timelines, and assigns tasks

Ensures everything is organized and runs smoothly

2.

#### Logistics Coordinator

**Main Duties:**

Manages venue setup, equipment, transportation, and supplies

Ensures materials and people are in the right place at the right time

3.

#### Marketing and Promotions Officer

**Main Duties:**

Creates posters, social media posts, and ads

Spreads the word to attract attendees

#### Program Coordinator

**Main Duties:**

Designs the event program or schedule

Organizes performances, speakers, or segments in order

5.

**Finance or Budget Officer**  
**Main Duties:**  
Tracks income and expenses  
Prepares the event budget and ensures money is spent wisely

**V. Synthesis:**

1. Discuss the main duties and responsibilities of each core role in organizing an event.

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2. Differentiate each role based on its function and contribution to the success of an event.

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3. Value the importance of collaboration of event management by recognizing the contribution of each core role to the overall event.

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- I. Activity No. 2/Option 2:** Career Behind the Scenes
- II. Objective(s):** At the end of the activity, learners should be able to name and explain at least 3 jobs in event management services.
- III. Materials Needed:** Paper and pen
- IV. Instructions:**
  1. Create 5 groups.
  2. Take out a paper and a pen
  3. The image will appear on the screen.
  4. Identify which type of career they represent and the job roles they have.
  5. Talk with your group and share your answers quickly.
  6. Choose one person to write down your group's ideas.
  7. The first group to give the right answer doesn't have to answer the next question. Instead, they will read the next question out loud.

### Career Behind the Scenes



<https://www.dreamstime.com/photos-images/film-production-assistant.html>



[https://www.google.com/search?q=images+of+event+management&sca\\_esv](https://www.google.com/search?q=images+of+event+management&sca_esv)



<https://www.istockphoto.com/search/2/image-film?phrase=project+coordinator>



5. <https://www.google.com/search?q=weddig+coordinator+images&oq>



[https://www.google.com/search?q=event+manager+pictures&sca\\_esv](https://www.google.com/search?q=event+manager+pictures&sca_esv)

**V. Synthesis:**

4. How do behind-the-scenes roles contribute to the overall success of events or productions, and which of these roles best matches your personal strengths or career interests?

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**I. Activity No. A.2/Option 1: Establishing the Purpose of the Lesson**

**II. Objective(s):** At the end of the activity, the learners will reflect on their current skill levels and identify areas for improvement, and set personal development goals.

**III. Materials Needed:**

- Printed or digital copy of the skill-self-check survey
- Pens or devices if digital

**IV. Instructions:**

**Skill Self-Check Survey**

**Step 1: Complete the Survey (5 minutes)**

For each item, rate your confidence or experience level using the scale below:

- **1 – Not Yet Familiar**
- **2 – Somewhat Familiar**
- **3 – Confident**
- **4 – Very Confident**

Criteria	Skill Area	Scale			
		4	3	2	1
Venue and Site Management	I understand venue requirements and layout planning				
	I can conduct venue inspections and assess suitability				
	I am familiar with site setup and breakdown procedures				
Catering and Food Services	I can coordinate with caterers and manage food service logistics				
	I understand dietary requirements and menu planning				
	I can manage catering schedules and service flow				
Technical and AV Support	I understand basic AV setup (e.g., microphones, projectors, screens)				
	I can liaise with technical support teams for lighting and sound				
	I can help troubleshoot basic AV issues during events				
Hospitality and Guest Services	I can manage guest check-in and registration processes				
	I understand customer service protocols for events				
	I can assist with VIP and special guest coordination				
Logistics and Transportation	I can coordinate transportation and parking arrangements				
	I am familiar with delivery and loading schedules				
	I can create logistics timelines for event day operations				

**V. Synthesis:**

5. Based on your self-assessment results, how do your current skills align with the demands of a career in event management, and what specific actions can you take to strengthen areas where you feel less confident?

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**I. Activity No. A.2/Option 2: Establishing the Purpose of the Lesson**

**II. Objective(s):** At the end of the activity, the learners will identify and visualize their ideal event industry job by creating a personalized vision board.

**III. Materials Needed:**

- Glue, markers, printed job descriptions, stickers, rulers and magazines

**IV. Instructions:**

**Dream Event Job Vision Board Activity**

Create a **vision board** that showcases your dream job in the event industry using the following six elements. Be creative—use magazine cutouts, drawings, printed images, and text.

**Your vision board must include:**

1. Job Title
  - Choose a specific role in the event industry (e.g., Wedding Planner, Event Coordinator, Stage Designer, Marketing Manager for Events).
2. Working Environment
  - Describe or show where this job takes place: indoors, outdoors, at conferences, weddings, festivals, in an office, etc.
3. Required Skills
  - List or depict 3–5 essential skills (e.g., communication, time management, budgeting, tech skills, teamwork).
4. Personal Qualities
  - Highlight qualities that make someone a good fit for the role (e.g., creative, organized, calm under pressure, people-oriented).
5. Tools/Equipment Used
  - Show tools or software related to the job (e.g., laptops, design software, walkie-talkies, checklists, staging materials).
6. Presentation
  - Once completed, you'll present your vision board to the class and explain why you chose this career, what excites you about it, and how you might work toward it in the future.

### Scoring Rubric

Criteria	4 - Excellent	3 - Good	2 - Satisfactory	1 - Needs Improvement
<b>Creativity &amp; Visual Appeal</b>	Vision board is exceptionally creative, well-organized, and visually engaging.	Vision board is neat and visually appealing with some creative elements.	Vision board shows some effort but lacks strong visual organization or creativity.	Minimal effort; board is messy or unfinished, with little visual interest.
<b>Accuracy &amp; Completeness of Information</b>	All 6 required elements are clearly present, accurate, and detailed.	Most (5–6) elements are present and mostly accurate.	Some (3–4) elements are present; details are vague or incomplete.	Few (0–2) elements are included or accurate.
<b>Clarity &amp; Confidence in Presentation</b>	Presentation is clear, enthusiastic, and confident with strong communication.	Presentation is clear with moderate confidence and good communication.	Presentation is somewhat unclear or lacks confidence.	Presentation is hard to follow; student appears unsure or unprepared.
<b>Thoughtfulness in Career Choice Explanation</b>	Career choice is deeply thought out; strong connection between self and role.	Career choice is appropriate with some personal connection shown.	Career choice is explained with minimal reflection or personal relevance.	Little to no explanation or connection to personal interests/goals.

**V. Synthesis:**

1. Based on the research and elements you included in your vision board, how would you design a personal development plan to help you achieve your dream event job within the next 5–10 years? Be sure to include specific actions, skills to develop, and potential challenges you may face

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### I. Activity No. B.1/Option 1: Presenting Examples

II. **Objective(s):** At the end of the activity, demonstrate understanding of key event industry roles and responsibilities by accurately analyzing and correcting events management job-related statements in a modified true or false format, with at least 80% accuracy by the end of the activity.

### III. Materials Needed:

- Pen and paper

### IV. Instructions:

#### Activity B.1: Modified True or False

Read each statement carefully. Write **TRUE** if the statement is correct. If the statement is **FALSE**, change the **underlined word or group of words** to make the statement true.

- 1) Event Designer is responsible for creating the visual and aesthetic experience of an event, from initial conceptualization to on-site execution. They collaborate with all the designers and clients to translate event themes and visions into tangible designs, focusing on decor, lighting, and overall ambiance.
- 2) Event Marketing focuses on event promotions and branding through social media, PR, and experiential strategies.
- 3) An event planner is a professional responsible for organizing and coordinating all aspects of an event, from small gatherings to large-scale conferences.
- 4) An event manager involves hiring, designing and marketing all the different components of the event as well as the teams of people responsible of each aspect.
- 5) Corporate event manager specializes in planning and coordinating weddings, often focusing on creative details and ensuring a flawless experience for the couple.

### V. Synthesis:

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**I. Activity No. B.2: Discussing New Concepts Activity**

**II. Objective(s):** At the end of the activity, identify and explain at least three core roles in event management by conducting a peer interview and presenting their findings to the class within the session.

**III. Materials Needed:**

- Printed role description for reference.

**IV. Instructions:**

**Peer Interview Activity Instructions**

1. **Pair Up:** Find a partner to work with for this activity.
2. **Prepare:** Each of you will take turns being the interviewer and the interviewee.
3. **Interview:**
  - As the interviewer, ask your partner the questions on the interview worksheet about core event management roles.
  - Listen carefully and take notes on their answers.
4. **Switch Roles:** After finishing the first interview, swap roles and repeat the process.
5. **Reflect:** Together, discuss the similarities and differences in your answers.
6. **Create:** Use what you learned to think about how different roles work together to make an event successful.
7. **Present:** Each pair will share one interesting insight or idea from your interview with the class.

**V. Synthesis:**

1. After interviewing your peer about different core event management roles, how would you combine the responsibilities of at least two roles to create a new position that could improve the success of an event? Explain your reasoning.

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**I. Activity No. B.3: Developing Mastery**

**II. Objective(s):** At the end of the activity, develop a simple event proposal, and confidently present their plan to the class within the lesson period.

**III. Materials Needed:** Task instruction sheets

**IV. Instructions:**

**Plan the Perfect Event: Role-Based Simulation Activity**

Step 1: Each group will act out their role throughout the task.

Step 2: Each group will work on a short event scenario assigned to them.

Step 3: The group will work on a specific task given to complete it.

Step 4: Each group will create a simple event proposal and present it to the class.

**V. Synthesis:**

After completing your event proposal, how would you combine the strengths and responsibilities of each group role to improve the overall event planning process for future events? Explain how this collaboration can lead to a more successful event.

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- I. Activity No. C.1: Finding Practical Application**
- II. Objective(s):** At the end of the activity, the learners will reflect on the lesson by writing at least 3 key takeaways in their notebook and have it signed by their parent or guardian.
- III. Materials Needed:** Notebook and pen
- IV. Instructions:**

### Reflection and Parent Signature Activity

1. Think about what you learned today.
  - o Review the key ideas, activities, or skills we covered in the lesson.
2. Write your 3 takeaways in your notebook.
  - o These can be facts you learned, skills you developed, or things that stood out to you.
3. Leave space at the bottom of the page for a signature.
4. Ask your parent or guardian to read your takeaways and sign below them.
5. Bring your notebook back to class with the signed reflection by the next meeting.

### V. Synthesis:

How can sharing your key takeaways with your parent or guardian help deepen your understanding of the lesson and improve your learning outside the classroom?

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- I. Activity No. C.2:** Making Generalization Activity
- II. Objective(s):** At the end of the activity, the learners will reflect on their personal interests related to the topic, and identify areas that need further clarification in order to deepen understanding and support ongoing learning.
- III. Materials Needed:** Reflection sheet
- IV. Instructions:**

### Reflect Exit Card”

1. Use a clean sheet of paper as your Exit Card.
2. Write your name, date, and section.
3. Answer the following prompts honestly and clearly.
4. Optional: Show your exit card to your parent or guardian and have them sign it at the bottom.
5. Submit your exit card to the teacher before leaving the classroom.

Sample Exit Card

Reflect Exit Card

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Section: \_\_\_\_\_

1. One thing I learned today is:

2. One thing I found interesting or enjoyable was:

3. One thing I'm still unsure about or want to ask is:

#### **Synthesis:**

How do the things you learned and found interesting today connect to your personal goals or future career interests, and how might you apply them in real-life situations?

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**I. Activity No. C.3: Evaluation Activity**

**II. Objective(s):** At the end of the activity, the learners will demonstrate their understanding of the lesson by answering a multiple-choice check-up quiz with at least 80% accuracy.

**III. Materials Needed:** Pen and pencil

**IV. Instructions:**

- Read each question carefully and choose the best answer.
- Write the letter of your answer clearly on the answer.
- Do not leave any items blank. Try your best even if you're unsure.
- Review your answers before submitting your paper.
- Submit your quiz to the teacher when finished.

1. A client wants a unique and memorable event, but also needs someone to manage all logistics from start to finish. Which professional would best handle this entire process?
  - A. Event Designer
  - B. Event Planner
  - C. Wedding Coordinator
  - D. Catering Manager
2. You are planning a Cotillion or Debut party and need someone to ensure the event flows smoothly on the big day, from the ceremony to the reception. Who should you rely on?
  - A. Event Designer
  - B. Event Planner
  - C. Corporate Event Manager
  - D. Wedding Coordinator
3. A company is launching a new product and wants to build strong business relationships through the event. Which role is most appropriate to lead the planning?
  - A. Event Designer
  - B. Social Media Specialist
  - C. Corporate Event Manager
  - D. Wedding Coordinator
4. A client is very concerned about how the event will look and feel. They want unique lighting, color schemes, and decor. Which role should take the lead in this situation?
  - A. Event Planner
  - B. Event Designer
  - C. Corporate Event Manager
  - D. Wedding Coordinator

5. Your cousin asks you to help with organizing and coordinating their wedding day's timeline, including rehearsals, ceremonies, and seating arrangements. What role are you performing?
  - A. Lighting Director
  - B. Wedding Coordinator
  - C. Event Designer
  - D. Financial Planner
6. Which of the following tasks best demonstrates the creative and aesthetic responsibilities of an Event Designer?
  - A. Drafting contracts with suppliers
  - B. Choosing table settings and floral decor
  - C. Coordinating event security
  - D. Sending out invitations
7. Imagine you are in charge of a product launch event. Your tasks include inviting media, arranging branding displays, and creating an agenda. Which role do you most likely have?
  - A. Wedding Coordinator
  - B. Event Designer
  - C. Corporate Event Manager
  - D. Event Host
8. During an event, several vendors arrive late, and the food delivery is delayed. Who would be expected to handle the situation effectively and realign the schedule?
  - A. Event Host
  - B. Corporate Manager
  - C. Event Planner/Manager
  - D. Venue Assistant
9. You are helping a close friend bring her event vision to life. She gave you a theme, and you will translate it into a visual experience including lighting, color schemes, and furniture layout. Which role are you performing?
  - A. Event Designer
  - B. Marketing Manager
  - C. Catering Supervisor
  - D. Event Coordinator
10. All professionals in event management need to balance multiple tasks, adapt to challenges, and ensure everything runs smoothly. Which core skill makes this possible?
  - A. Graphic design
  - B. Organization and coordination
  - C. Singing and hosting
  - D. Photography

**Key Answers**

1. B 2. D 3. C 4. B 5. B 6. B 7. C 8. C 9.A 10. B

**V. Synthesis:**

1. Based on what you learned in this quiz, how could you apply this knowledge to solve a real-life problem or improve a future task or project?

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### I. Activity No. C.4: Additional Activities

**II. Objective(s):** At the end of the activity, the learners will design and present a creative event poster that clearly outlines the event title, purpose, target audience, team roles, and key planning aspects.

**III. Materials Needed:** cartolina, marker, colored pencil

### IV. Instructions:

Create a poster or infographic about a hypothetical event.

- The poster should include the following:
- Event title
- Purpose
- target audience
- Roles and responsibilities of the team
- Key planning aspects (venue, design, budget, vendors, etc.)

Display posters in a gallery walk or present them in class.

Note: Refer to the rubric in the LES.

### V. Synthesis.

How do the different elements of your event poster—such as the purpose, audience, planning details, and team roles—work together to ensure a successful and well-organized event?

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**I. Activity No. 1: Assessment**

**II. Objective:** At the end of the activity, the learners identify *and match key event management tasks to the appropriate team roles (by completing a scenario-based application activity with at least 80% accuracy.*

**III. Materials Needed:** pen and paper

**IV. Instructions:**

**Application Task (10 points)**

**Instructions:** Read the scenario and complete the task.

**Scenario A:** You are assigned to organize a concert for a cause in school for a student needing help due to medical condition. As a member of the Events Management Team, identify which team member (Event Planner, Manager, Coordinator, or Designer) is most responsible for the following tasks. Choose your answer inside the box provided below.

Event Planner	Event Manager
Event Coordinator	Event Designer

**Scenario B:** You are assigned to organize a school fundraising event. As a member of the Events Management Team, identify which team member is most responsible for the following tasks. Fill in the table correctly.

	<b>Task</b>	<b>Role Responsible</b>
1.	Creating the visual and aesthetic experience of the event	_____
2.	Selecting overall theme for the event	_____
3.	Planning and organizing the event	_____
4.	Conceptualizing and selection of venue	_____
5.	Collaborating with clients and event planners	_____

**V. Synthesis:**

How do the different roles in the Events Management Team collaborate to ensure the success of an event, and why is it important for each team member to understand their specific responsibilities?

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