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Department of Education
BUREAU OF LEARNING DELIVERY

Senior High School

Lesson Exemplar in Tech Pro – FCS _ Events Management

Quarter 1

LE 5



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Lesson Exemplar for Tech Pro – FCS _ Events Management
Quarter 1: Unit 5

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LESSON EXEMPLAR

Learning Area	FCS – Event Managements	Grade Level	Grade 12
Semester	First	Quarter	First

I. OBJECTIVES

Content Standard	The learners demonstrate an understanding of the foundational concepts, processes, and roles within the event management industry.
Performance Standard	The learners conceptualize event plans by preparing proposals and budgets.
Learning Competencies	Prepare a budget allocation for an event.

II. REFERENCES and MATERIALS
(*Selecting Resources and Material*)

Event Obi. (2025). The ultimate event budget guide (with examples + templates). EventMobi. <https://www.eventmobi.com/blog/event-budget-basics/>

Events.com. (2024). Event budgeting 101: An event planner's guide. Events.com. <https://events.com/blog/event-budgeting-101-an-event-planners-guide/>

LinkedIn. (2024). Financial management: Direct vs. indirect costs. LinkedIn. <https://www.linkedin.com/pulse/financial-management-direct-vs-indirect-costs-understanding-loquc>

Materials:
White board and markers



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	Projector for presentation slides Sample event budget template Case study or event scenario handouts	
<i>(These shall be accomplished per topic)</i>		
III. CONTENT <i>(Sequencing Content)</i>	Lesson 5: Preparing Budget Allocation for an Event <ul style="list-style-type: none">• Budgeting in Events• Event Budgets• Event Costs: Direct, Indirect and Hidden• Cost-control Techniques• Event Expenses• Resource Allocation Techniques• Cost-Saving Areas and Strategies	
IV. OBJECTIVES <i>(Setting Clear Objectives and Analyzing the Tasks)</i>	At the end of the lesson, learners should be able to: <div><div>1.</div><div>Explain the concept of budgeting and its importance in financial planning for both small- and large-scale events.</div></div> <div><div>2.</div><div>Classify event expenses into categories such as direct, indirect, fixed, and variable.</div></div> <div><div>3.</div><div>Apply techniques to control event costs, use resources wisely, and suggest cost-saving ideas.</div></div> <div><div>4.</div><div>Prepare a detailed budget plan for a specific event scenario.</div></div>	
IV. PROCEDURES		ANNOTATION



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A. Activating Prior Knowledge	<p>Day 1</p> <p>Short Review</p> <ul style="list-style-type: none">• The teacher facilitates the activity, “PASS THE CABBAGE”• The teacher activity requires some upbeat music to be played. When the music starts, the cabbage will be passed on from one student to another, when the music stops, the student holding the cabbage will peel one layer of it to reveal the question. <p>Instructions:</p> <ol style="list-style-type: none">1. The students will stay on the chair behaviorally.2. The teacher will give them the cabbage to get ready for the next instruction. <i>The cabbage is made of paper in which each leaf contains a question.</i>3. The teacher will play some upbeat music; when the music starts, the students will pass the cabbage from one of students to another student, and the other student will pass the cabbage to one another.4. When the students hear the word FREEZE from the music, everyone will freeze; the student who's holding the cabbage will peel one layer of it to reveal the question.5. Then the students will guess the right word that describes the given description by choosing the right word on the screen/tv/blackboard. <p>Activity 1: Budget Ice breaker (Think-Pair-Share)</p> <p>Instructions:</p>	<p><i>Learners are encouraged to answer the questions in the cabbage about the previous topic (connecting the previous topic to the new one). By giving rewards for those who wants to answer will motivate learners to share their ideas and thoughts. Learners will give their best in answering for the rewards they might get; this will ensure the learner's responsibility to participate in the learning process.</i></p> <p>Strategy 1: Think-Pair-Share</p>
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1. Ask students to think about a birthday party they or someone they know has organized.
2. In pairs, they discuss:
 - What were the top 3 expenses?
 - Were there unexpected costs?
 - How was the budget managed (or not)?
3. Share answers with the class.

Activity 2: Overview of Event Finances

Introduce the topic by asking the students, *What financial factors do you consider while organizing an event?*

Give a brief explanation of why every event, no matter its size, needs a financial plan.

To explain:

Event budgeting is a financial plan that shows how much money is expected to be made and spent on an event. It acts as a guide for handling every financial facet of the event, such as talent, marketing, logistics, and unforeseen costs.

Emphasize that effective budgeting is essential for executing a successful event and that it reduces financial risks, controls spending, and distributes resources effectively.

Activity 3. Event Budget Analysis

Instructions:

- Present a sample event budget on the screen.
- Breakdown into categories such as:
 - Venue (rent, security, insurance)
 - Food and beverage

Cooperative Learning: This technique encourages individual reflection, peer discussion, and group sharing, aligning with the cooperative learning principle of positive interdependence and individual accountability.

Strategy 2. Overview of Event Finances

Cooperative Learning: The use of group discussions or pair sharing fosters collaboration. Collaborative learning encourages students to work together, share ideas, and learn from each other, enhancing understanding and retention.

Strategy 3. Event Budget Analysis

Experiential Learning: Students engage in a real-world scenario, such as budgeting for an event, they can better understand the practical implications of financial planning.



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- Marketing and advertising
- Entertainment/Program
- Staffing/Volunteers
- Decorations/Designs
- Miscellaneous Expenses (contingency fund)

2. Establishing the Purpose of the Lesson

Activity 1. Think-Pair-Share (Individual-Pair-Group discussion)

“What happens if you don’t have budget?”

Instructions:

1. Think (2 mins.):
Ask students to reflect silently and write down what will happen if an event is planned without a budget?”
2. Pair: (3 mins.)
Have them pair up with a classmate to compare thoughts and list down at least three potential problems.
3. Share: (5 mins.)
Invite pairs to share their ideas with the class. List their responses on the board for all to see.

Sample Responses: Over spending, lack of funds for key items, poor-quality supplies, unpaid vendors, last minute cancellations, etc.

Kolb's Experiential Learning Theory outlines a cycle of concrete experience, reflective observation, abstract conceptualization, and active experimentation, which aligns with the activities in this lesson.

Strategy 1: Think-Pair-Share

Cooperative Learning: This technique encourages individual reflection, peer discussion, and group sharing, aligning with the cooperative learning principle of positive interdependence and individual accountability.

Application in Activity:

- **Think:** Learners individually reflect and write down the what will happen if an event is planned without a budget
Pair: They then discuss their experiences in pairs, comparing thoughts and list down at least three potential problems.
- **Share:** Pairs report back to the whole class or small group, summarizing key points and lessons



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Activity 2: Visual Sort- “Needs vs. Wants in Event Budgeting”

Group Work (3-4 members per group)

Instructions:

1. Provide each group with a set of cards (Physical or printed paper strips) with event-related expenses.
Example cards:
 - Photographer
 - Balloon Arch
 - Catering
 - Emergency Fund
 - Stage lighting
 - Free Souvenirs
 - Permits and licenses
2. Instruct the groups to categorize the cards into “Essential/Needs” vs. “Optional/Wants” in the context of a budget.
3. Let each group present one or two decisions they found hard to categorize and explain their reasoning.

by sharing their ideas and to list down their responses on the board.

Strategy 2- Visual Sort

Collaborative Learning / Cooperative Learning:

- Through this activity the learners promote shared responsibility, communication, and peer learning.
- Sorting physical or visual cards helps learners—especially visual learners—understand abstract budgeting concepts in a concrete, hands-on way.
- Learners distinguish between essential and optional items, justify grey-area decisions, and reflect on budget priorities, all of which require higher-order thinking skills.
- Learners interact with materials and peers, enhancing retention and understanding.
- Encourages learners to articulate their reasoning and assess their judgment, promoting self-awareness in decision-making by presenting and explaining tough decisions.



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B. Instituting New Knowledge	<p>1. Presenting Examples</p> <p>Objective: Students will classify different event expenses into direct and indirect costs, reinforcing their understanding of financial planning in event management.</p> <p>Instructions:</p> <ol style="list-style-type: none">1. Divide the class into small groups (3-4 members per group).2. Provide each group with a mix of expense cards (printed or digital), listing common event costs. Examples:<ul style="list-style-type: none">• Venue Rental• Catering Services• Marketing & Advertising• Staff Salaries• Insurance Fees• Decorations• Security Services3. Ask each group to sort the expenses into Direct Costs (expenses directly tied to the event, such as venue, catering, entertainment) and Indirect Costs (expenses that support the event but are not directly tied to the guest experience, such as staff salaries, insurance, administrative expenses). <p>Have each group present their final classification and explain any expenses they found difficult to categorize.</p> <p>Facilitate a brief discussion on why understanding the distinction is important for event budgeting.</p> <p>Activity 2: Budget Breakdown Case Study (Individual Analysis – 20 minutes)</p>	<p>Strategy 1: Expense Sorting Challenge</p> <p>Collaborative Learning / Cooperative Learning:</p> <ul style="list-style-type: none">• Learners encourages teamwork, peer explanation, and negotiation of ideas, which enhances understanding through social interaction. <p>Experiential Learning:</p> <ul style="list-style-type: none">• Learners actively engage in classifying real-world financial data. <p>Critical Thinking:</p> <ul style="list-style-type: none">• Learners develops analytical skills and deepens their understanding of the nuances between different expense types.
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Objective: Students will analyze a sample event budget and identify direct and indirect costs, fostering deeper insights into budget allocation strategies.

Instructions:

1. Present a sample event budget on the screen or distribute printed copies.
2. Include categorized expenses with detailed amounts, such as:
 - **Direct Costs:** Venue (Php5,000), Catering (Php 3,000), Entertainment (Php2,000), Decorations (Php1,000)
 - **Indirect Costs:** Staff Wages (Php2,500), Marketing (Php1,500), Insurance (Php800), Administrative Fees (Php700)
3. Ask students to review the budget and answer guiding questions:
 - What percentage of the budget is allocated to direct costs?
 - Why are indirect costs necessary even though they don't directly contribute to the guest experience?
 - How would adjusting indirect costs impact overall event quality?
4. Have students write a short reflection on their findings and share insights in pairs or small groups.

Strategy 2: Budget Breakdown Case Study (Individual Analysis – 20 minutes)

Case-Based Learning:

- In this activity it helps learners apply theoretical knowledge to practical, real-world contexts, fostering **problem-solving and decision-making skills**.
- Learners work **individually** at first to analyze the budget and reflect on questions promotes **self-reliance, focus, and personal accountability**, allowing students to internalize learning before group discussion.
- Learners must analyze budget data, calculate percentages, and consider the strategic purpose of indirect costs, it develops **analytical reasoning, numeracy, and financial judgment**—key skills in event planning and beyond.



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DAY 2

2. Discussing New Concept

Lesson Discussion: Budget Allocation, and Event Budgets

Budget Allocation in Event Management

Introduction to Budgeting in Events

Event budgeting is the financial blueprint that ensures the smooth execution of an event. It involves estimating income and expenses, planning financial resources, and tracking costs to prevent overspending. A well-structured budget provides clear financial direction, allowing event organizers to allocate funds effectively while minimizing risks.

Importance of Financial Planning for Small- and Large-Scale Events

Regardless of the event size, financial planning plays a crucial role in its success.

- **Small-scale events:** Require precise budgeting to maximize limited resources and avoid unnecessary expenses.

- Begin by asking students: **“Why do events need a budget?”**
- Explain that budgeting ensures financial control, prevents overspending, and helps in organizing resources efficiently.
- Highlight that **event budgeting includes both projected income and expected expenses. Activity:**

Have students brainstorm real-life examples of events where budgeting played a crucial role.



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- **Large-scale events:** Demand detailed financial management to handle complex cost structures, sponsorships, and multi-department coordination.

Effective financial planning helps in:

- Controlling expenses and preventing overspending
- Ensuring smooth operations and avoiding last-minute cancellations
- Enhancing event quality with proper allocation of funds
- Mitigating financial risks and unforeseen costs

Event Budgets by Type

Corporate Events - Includes conferences, product launches, training seminars, and trade shows. Budget covers venue rental, marketing, guest speakers, catering, and technology needs.

Personal Events - Such as weddings, birthdays, or private gatherings. Budget focuses on venue, food, entertainment, décor, and photography.

Social Events - Includes fundraisers, community gatherings, and networking events. Expenses may include permits, logistics, catering, and promotional efforts.

Cultural Events - Festivals, heritage celebrations, and art exhibitions fall into this category. Budget considers venue setup, entertainment, artist fees, security, and cultural presentations.



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Sporting Events - Competitions, tournaments, or charity runs. Key financial components include sponsorship funds, venue costs, equipment, team logistics, and staffing.
Virtual and Hybrid Events - Online webinars, livestream conferences, and hybrid meetups. Budget focuses on digital platforms, streaming services, technical support, and virtual engagement tools.

Event Costs:

Activity: 1. Classifying Event Expenses (Direct vs. Indirect Costs)

Provide students with a **list of expenses** and have them classify each one as a **direct or indirect cost**.

1. Provide students with a list of expenses related to an event. Example expense cards:
 - Stage lighting
 - Security services
 - Printed event programs
 - Speaker fees
 - Advertising costs
 - Transportation for staff
2. Instruct them to classify each expense as either **Direct** or **Indirect** and justify their reasoning.
3. Invite each group to share one expense that was difficult to classify and discuss their decision.

Activity 1: Classifying Event Expenses (Direct vs. Indirect Costs)

This activity emphasizes the distinction between **direct and indirect costs** in event budgeting, and it involves multiple **teaching strategies and pedagogical approaches** that support active, critical, and collaborative learning.

Pedagogies:

1. Collaborative Learning / Cooperative Learning

Learners work in **groups** to analyze and classify expenses, it encourages **peer discussion**, idea exchange, and joint problem-solving, which enhance understanding through **social interaction**.

2. Critical Thinking

Learners must **analyze** each expense, decide its classification, and **justify**



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Lesson Discussion: Types of Event Budgets

An event budget is a financial roadmap for your event. It helps you organize your projected expenses and revenue so you can effectively manage your resources and stay on track to achieve your event goals.

Direct Costs- Expenses directly linked to the event experience, including:

- Venue rental
- Catering and food services
- Entertainment and program costs
- Marketing and advertising expenses

their reasoning. It fosters **higher-order thinking** by requiring evaluation, interpretation, and decision-making in ambiguous or nuanced situations.

3. Contextual / Real-World Learning

The activity uses **authentic event-related expenses**, mirroring real-world financial planning tasks. To make learning **relevant** and shows direct applications in professional settings, which enhances motivation and engagement.



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Indirect Costs- Operational expenses that support the event but don't directly impact attendees, such as:

- Staff wages and training
- Administrative costs
- Permits and licenses
- Insurance and contingency funds

Managing direct and indirect costs efficiently ensures financial sustainability while enhancing event quality and attendee satisfaction.

Event Cost Management

Managing the cost of an event is crucial for its success. A well-prepared budget helps ensure that the event meets its goals without overspending. This involves:

- A. Controlling costs
- B. Allocating resources efficiently
- C. Finding ways to save money

A. Cost-Control Techniques - Cost control means managing spending to stay within the budget. Key techniques include:

1. Vendor Negotiation

- Ask for discounts or package deals



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- Compare rates from different suppliers

2. **Regular Monitoring**

- Track expenses using spreadsheets or budgeting tools
- Adjust plans based on actual spending

3. **Contingency Planning**

- Set aside a portion of the budget (5–10%) for unexpected costs

4. **Expense Prioritization**

- Focus spending on items that directly affect the success of the event

B. Resource Allocation Techniques

Efficient use of time, manpower, materials, and money is key to successful events.

1. **Set Priorities Based on Goals**

- Allocate more resources to high-impact areas (e.g., program, logistics)

2. **Optimize Human Resources**

- Assign clear roles and responsibilities
- Use volunteers or multitasking staff



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3. **Material Resource Management**

- Reuse and recycle materials when possible
- Avoid over-ordering supplies

4. **Digital Solutions**

- Use online registration, e-invites, and digital promotions to cut printing costs

C. Cost-Saving Ideas and Strategies

Finding smart ways to reduce costs without lowering the event's quality includes:

1. **Partnering with Sponsors**

- Offer promotion opportunities in exchange for financial or material support

2. **Bulk Buying and Early Bookings**

- Save money by ordering early or buying in large quantities

3. **Using In-House Talents and Resources**

- Tap into skills available within the team (e.g., design, hosting, tech support)

4. **Choosing Budget-Friendly Venues**

- Consider community centers, schools, or outdoor spaces

5. **Limiting Non-Essential Expenses**

- Review the budget for items that can be reduced, simplified, or removed



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Practical Example of Budget Allocation

Example: Wedding Budget Breakdown (Php150,000 Total Budget)

Expense Category	Estimated Cost	Direct/Indirect Cost
Venue Rental	25,000.00	Direct
Catering	75,000.00	Direct
Photography & Videography	15,000.00	Direct
Decorations	25,000.00	Direct
Invitations & Marketing	5,000.00	Indirect
Miscellaneous (Emergency Fund)	5,000.00	Indirect
Total Estimated Cost	150,000.00	

Day 3

3. Developing Mastery

Practicing the Skills

Activity 1. Title: Wedding budget Breakdown: Classifying Direct and Indirect Costs

Instructions:

Students will identify and categorize expenses into direct and indirect cost based on a real-world wedding scenario and complete a mini event budget template.

Time: 15-20 minutes



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Materials: Printed worksheets or digital copy, calculator (optional)

Activity Instructions:

1. Read the brief scenario below.
2. As a group (or individually), list at least 5 direct cost and 5 indirect costs based on details.
3. Fill in the mini-budget template with estimated costs.
4. Discuss which expenses are essential for the event itself and which are overhead or shared costs.

WEDDING EVENT SCENARIO:

You are part of an event planning team organizing a classic garden wedding for 150 guests. The couple wants a formal outdoor ceremony with a reception that includes dinner, dancing and entertainment.

Key Details:

- Venue: Garden rental with setup and clean up
- Catering: 3-course meal plus drinks
- Photographer and Videographer for 8 hrs.
- Live band and DJ for reception
- Floral arrangements for ceremony and tables
- Wedding coordinator and planning staff
- Marketing materials and website for vendor promotion
- Office supplies and utilities during planning
- Transportation for staff and couple
- Printing of programs, place cards, and signage



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	Mini budget Template: (use estimated amounts)			
	Expense Item	Cost Estimate	Cost Type (Direct/Indirect)	
	Garden venue rental			
	Catering and drinks			
	Photographer & Videographer			
	DJ and Live band			
	Floral Arrangements			
	Event staff & Coordinator			
	Office Rent and Utilities			
	Marketing materials			
	Printing of materials			
	Transportation (staff & couple)			
	Total Estimated Budget: _____			
	Discussion Questions:			
1. Which costs would change if the wedding cancelled last minute?				
2. How might indirect costs be shared across multiple events?				
3. Why is proper classification of costs important for pricing an event?				
C. Demonstrating Knowledge and Skills	Day 4			
	1. Finding Practical Application			



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Activity: Applying Budget Allocation and Budget Types in Real-World Scenarios

Objective: Learners will explore how budget allocation works in different event settings and apply their understanding of budget types through real-life scenarios.

Activity Format: Scenario-Based Budget Planning

Group Work – 30 minutes

Instructions:

1. **Divide the class into small groups** (3-4 members per group).
2. **Assign each group a specific event type**, such as:
 - A corporate seminar
 - A wedding celebration
 - A charity fundraiser
 - A sports tournament
 - A virtual conference
3. **Provide each group with an event description and a fixed budget.** Example:
 - **Event:** Charity Fundraiser
 - **Budget:** Php15,000
 - **Expected Expenses:** Venue, Catering, Entertainment, Marketing, Staff, Permits, Miscellaneous costs



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4. **Ask groups to allocate their budget effectively**, ensuring both direct and indirect costs are covered.
5. **Groups present their budget breakdown** and explain their financial decisions to the class.

Discussion Questions:

- What budgeting challenges did you face while planning your event?
- How did you decide which expenses were essential vs. optional?
- How did indirect costs impact the final budget decisions?
- What strategies did you use to maximize event quality while staying within budget?

2. Making Generalization

Budget allocation is the foundation of successful event planning. By distinguishing direct and indirect costs and applying practical budgeting techniques, **event organizers can ensure** financial stability, reduce risks, and optimize resources.

3. Evaluating Learning

Activity 1: Reflective Questions (Verbal or Written)

Learners answer the following reflection questions:

1. What are the key differences between direct and indirect costs?

Through interactive activities such as expense classification, real-world budget application, and discussion-based learning, students develop a deeper understanding of how budgeting impacts event execution and financial success.



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2. How does budgeting impact event success?
3. What strategies can be used to prevent financial mismanagement in events?
4. How did the group activities help you understand budget allocation?

Activity 2: Budgeting Exercise

Instructions:

Learners develop a financial plan for a certain event type (e.g., business seminar, sports competition, cultural festival) in small groups. The need is that they:

- Determine the primary costs.
- Distribute money wisely.
- Give an explanation of their financial decisions.

4. Additional Activities

Event Budget Development & Cost Classification Analysis

Instructions:

- Event Selection – Assign or let students choose an event type (e.g., charity gala, sports tournament, product launch).
- Budget Planning – Students create a budget proposal, including estimated costs for:
 - Fixed Costs (venue rental, permits, insurance)
 - Variable Costs (catering, entertainment, marketing materials)
 - Contingency Costs (unexpected expenses, last-minute purchases)
- Cost Classification – Students categorize expenses into direct (specific to the event) and indirect (general operational costs).

Encourages students to articulate their learning and apply concepts to real-life scenarios.

The purpose of this activity rubric is to assess students' critical thinking skills in their responses.

Criteria for Assessment:

- Strategic use of contingency funds
- Accuracy in classifying direct vs. indirect costs
- Logical fund distribution (essential vs. optional expenses)



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- | | | |
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| | <ul style="list-style-type: none">• Decision-Making Scenario – Introduce a financial challenge (e.g., unexpected cost increase) and have students adjust their budget accordingly.• Comparative Analysis & Reflection – Students compare their revised budget to the original, explaining how financial planning affects event success.• Presentation & Peer Review – Groups present their budget breakdown, and classmates provide feedback on classification accuracy and financial feasibility. | |
|--|--|--|

Day 5

Assessment: Event Budgeting and Financial Planning

Part I: Multiple Choice Questions (Knowledge & Comprehension)

1. What is the primary purpose of event budgeting?
 - a. To increase revenue regardless of expenses
 - b. To ensure smooth event execution while managing financial resources
 - c. To secure sponsorships for an event
 - d. To cut costs as much as possible
2. Which of the following is NOT a key component of financial planning for events?
 - a. Tracking expenses
 - b. Estimating income
 - c. Ignoring unforeseen costs
 - d. Allocating funds effectively
3. How does financial planning help small-scale events?
 - a. By allowing organizers to spend without limits
 - b. By maximizing limited resources and avoiding unnecessary expenses
 - c. By focusing only on securing sponsorships
 - d. By eliminating financial risks entirely
4. What is one way to reduce event costs without lowering its quality?

V. ASSESSMENT

(Assessing
Learnings)



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- | | |
|-----------------------------|--------------------------------------|
| a. Partnering with sponsors | c. Reducing the number of attendees |
| b. Increasing ticket prices | d. Eliminating all marketing efforts |
5. Which of the following is an example of a direct cost in event budgeting?
- | | |
|-----------------|------------------------|
| a. Staff wages | c. Administering costs |
| b. Venue Rental | d. Insurance |
6. What does contingency planning in event budgeting involve?
- | |
|--|
| a. Setting aside funds for unexpected costs |
| b. Allocating resources to high-impact areas |
| c. Tracking expenses using spreadsheets |
| d. Negotiating discounts with vendors |
7. Which cost-control technique helps save money by ordering early or buying in large quantities?
- | | |
|---------------------------|-----------------------------------|
| a. Vendor negotiation | c. Bulk buying and early bookings |
| b. Expense prioritization | d. Using in-house talents |
8. What is a smart way to reduce event costs without lowering its quality?
- | | |
|-------------------------------------|--------------------------------------|
| a. Increasing ticket prices | c. Partnering with sponsors |
| b. Reducing the number of attendees | d. Eliminating all marketing efforts |
9. What is an example of using in-house talents and resources to cut event costs?
- | | |
|--|----------------------------------|
| a. Hiring external consultants | c. Renting expensive equipment |
| b. Using team members for design and hosting | d. Outsourcing technical support |
10. What is a key budget consideration for managing virtual and hybrid events?
- | | |
|--------------------------------|---|
| a. Venue setup and artist fees | c. Streaming services and digital platforms |
| b. Food and entertainment | d. Marketing and speakers |

Part II: Short Answer (Analysis & Synthesis)

1. Explain how financial planning helps mitigate risks in event management.
2. Compare the budgeting strategies for small-scale vs. large-scale events.
3. Based on the given event types, which type of event would require the highest allocation for sponsorship funding, and why?

Part III: Case Analysis (Evaluation)



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You are organizing a fundraising event for a local community. Due to limited funds, how would you structure the budget to ensure smooth operations while maximizing financial efficiency? Provide a detailed strategy.

*Annotations: This assessment ensures learners engage in **knowledge recall, application, analysis, and appreciation** of event budgeting concepts.*

Grading rubric designed to assess learners' performance on the event budgeting assessment. The rubric evaluates responses based on **accuracy, depth, organization, critical thinking, and application** across different question types.

Grading Rubric: Event Budgeting Assessment

Criteria	Excellent (4 pts)	Proficient (3 pts)	Basic (2 pts)	Needs Improvement (1 pt)
Knowledge & Comprehension	<i>Demonstrates a thorough understanding of event budgeting concepts; all answers are correct and well-reasoned.</i>	<i>Shows good understanding; minor errors in responses.</i>	<i>Shows limited understanding ; multiple errors or misconceptions.</i>	<i>Struggles to grasp basic concepts; many incorrect responses.</i>
Application (Short Answer)	Provides clear, well-structured responses with relevant examples and logical explanations.	Responses are mostly accurate with some supporting details.	Ideas are present but lack depth or clarity.	Answers are unclear, incomplete, or irrelevant.



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Analysis & Synthesis (Case Study)	Uses analytical reasoning to assess financial decisions and budget allocations effectively.	Shows basic analysis with reasonable budget allocations and justifications.	Provides a general response with minimal reasoning or justification.	Lacks analytical thinking; response lacks logic or budget consideration.
Evaluation (Budgeting Challenge)	Presents a well-structured budget plan with justified allocations and risk mitigation strategies.	Budget is generally well-planned, but some allocations lack justification.	Budget is vague with minimal strategy or reasoning.	Budget is poorly structured, lacking logic and justification.
Appreciation & Reflection	Engages thoughtfully with the reflective task, providing detailed insights and personal connections.	Shows engagement with a fair amount of reasoning and reflection.	Basic response with minimal depth or personal insight.	Shows little effort in reflection; response lacks connection to learning.

Scoring Guide

- 20–16 points - Excellent (High mastery of event budgeting concepts)
- 15–11 points -Proficient (Competent understanding with minor gaps)
- 10–6 points -Basic (Needs further improvement in comprehension and application)
- 5–1 point -Needs Improvement (Significant gaps in understanding and reasoning)

This rubric ensures **fair and structured assessment** while guiding learners to improve their understanding of event budgeting.

Key to correction:

Part 1: 1. a 2. c 3. b 4. b 5. b 6. b 7. c 8. C 9. B 10. c



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VI. REFLECTION <i>(Feedback and Continuous Improvement)</i>	For the teachers, you may answer the following questions: <ol style="list-style-type: none">1. What went well in your teaching?2. What challenges you encounter?3. How did you manage these challenges?

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