

**Kansas Family and Consumer Sciences Education**

*Hospitality and Tourism Career Cluster*

*Course: Event Planning and Management*

Pathway (CIP Codes):

Restaurant and Event Management (12.0504)

Travel and Tourism (52.0901)

Course # 34052

**Rating Scale:** 3 Skilled- Works Independently

2 Limited Skills- Requires Assistance

1 Skill Undeveloped

0 No exposure- No instruction or training

**Directions:** The following competencies are required for full approval for a course in a Family and Consumer Sciences Program. Check the appropriate number to indicate the level of competency reached for student evaluation.

Student:		Grade:	
Teacher:		School:	
Enrolled Date:		Completion Date:	Graduation Date:
_____ Student Signature		_____ Teacher Signature	

**Academic Foundations**

<b>Benchmark: 0.1 Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster. (ESS 01)</b>		3	2	1	0
0.1.1	Adapt language for audience, purpose, situation (i.e. diction/structure style). ESS01.02.02 (*1.2.3)				
0.1.2	Demonstrate knowledge of basic arithmetic operations such as addition, subtraction, multiplication and division. ESS01.03.02 \$				

**Communications**

<b>Benchmark: 0.2 Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information. (ESS 02) (*13.3)</b>		3	2	1	0
0.2.1	Interpret and communicate information, data, and observations to apply information learned to actual practice. ESS02.01.04 (*13.3.1)				
0.2.2	Model behaviors that demonstrate active listening. ESS01.02.01 (*13.3.2)				
0.2.3	Employ appropriate verbal communication skills when obtaining and conveying information. ESS02.02.01 (*1.2.3)				
0.2.4	Communicate with co-workers to clarify workplace objectives. ESS02.02.04 (*1.2.3)				
0.2.5	Communicate effectively with customers and co-workers to foster positive relationships. ESS02.02.05 (*13.1.1)				
0.2.6	Organize information to use in written and oral communications. ESS02.03.02 (*1.2.2)				
0.2.7	Use informational text, internet/ web sites and/or technical materials to review and apply information sources for occupational tasks. ESS02.04.01				
0.2.8	Use correct grammar, spelling, punctuation and capitalization when preparing written documents. ESS02.05.03				
0.2.9	Apply and/or interpret verbal and non-verbal communication to fully understand meaning. (*1.2.3, 13.3.2)				

**Problem Solving and Critical Thinking**

<b>Benchmark: 0.3 Solve problems using creativity, innovation and critical thinking skills independently and in teams. (ESS 03) (*1.2)</b>		3	2	1	0
0.3.1	Resolve conflicts with staff or customers using conflict resolution skills. ESS 03.02.05				

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0.3.2	Prioritize tasks to be completed. ESS10.02.02 (*1.2.2)				
0.3.3	Identify concerns, analyze solutions and apply critical thinking skills to solve problems. ESS 03.01.01 & ESS 03.01.02				
0.3.4	Develop and manage plans/ budgets to accomplish organizational goals and objectives. HTC005.01.01				

### Information Technology Applications

Benchmark: 0.4 Use information technology tools specific to the career cluster to access, manage, integrate and create information. (ESS 04)		3	2	1	0
0.4.1	Use information technology tools to manage and perform work responsibilities. ESS 04.02.01 (*1.2.5)				
0.4.2	Evaluate internet resources for reliability and validity. ESS04.04.03 (21 <sup>st</sup> )				

### Systems

Benchmark: 0.5 Understand roles within teams, work units, departments, organizations, inter-organizational systems and the larger environment. (ESS 05)		3	2	1	0
0.5.1	Explain the role of individual departments as they impact the business as a whole. ESS05.01.03				
0.5.2	Analyze workplace operations. HTC09.05.02				

### Safety, Health and Environmental

Benchmark: 0.6 Understand the importance of health, safety and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. (ESS 06) (*5.5; 13.4)		3	2	1	0
0.6.1	Identify safety and health hazards to maintain a safe worksite. ESS06.01.04 (*1.2.7)				
0.6.2	Use equipment according to manufacturer guidelines and/or government regulations. ESS06.01.07				
0.6.3	Practice personal safety to avoid injury or accidents. HTC06.05.03 (*13.4.3) (21 <sup>st</sup> ) (SC P/SD 3.1)				

### Leadership and Teamwork

Benchmark: 0.7 Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives. (ESS 07) (*13.5)		3	2	1	0
0.7.1	Compare and contrast various roles of leaders within an organization. ESS07.01.01				
0.7.2	Apply teamwork skills to identify goals, develop objectives and achieve them in a timely manner. ESS07.02.05 & ESS07.03.01 (*1.2.4)				
0.7.3	Demonstrate commitment to and positive attitude toward team goals. ESS07.03.07 (*1.2.2)				
0.7.4	Manage personal work skills to accomplish tasks. ESS07.04.03 (*1.2.2)				
0.7.5	Treat people with respect. ESS07.04.04 (*13.3.5)				
0.7.6	Manage stress and control emotions. ESS07.04.07 (*13.1.6)				

### Ethics and Legal Responsibilities

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Benchmark: 0.8 <b>Know and understand the importance of professional ethics and legal responsibilities. (ESS 08)</b>		3	2	1	0
0.8.1	Analyze personal and long-term workplace consequences of unethical and illegal behaviors. ESS08.01.03 (*1.2.8)				

### Employability and Career Development

Benchmark: 0.9 <b>Know and understand the importance of employability and career skills. (ESS 09) (*1.2)</b>		3	2	1	0
0.9.1	Demonstrate self-discipline, self-worth, positive attitude and integrity in work situations. ESS09.01.01 (*1.2.2, 1.2.8, 13.3.5)				
0.9.2	Demonstrate flexibility and willingness to learn new knowledge and skills. ESS09.01.02 (*1.2.2)				
0.9.3	Exhibit commitment to the organization. ESS09.01.03 (*1.2.2)				
0.9.4	Develop strategies to reach career objectives. ESS09.02.02				
0.9.5	Identify positive work behaviors to retain employment. ESS09.06.05 (*1.2.2)				
0.9.6	Develop work goals and objectives. ESS10.02.01				
0.9.7	Develop time management knowledge and skills. ESS10.02.03 (*1.2.2)				
0.9.8	Analyze work roles and responsibilities and how to balance them with life responsibilities. ESS09.01.08 (*1.1.3, 1.1.4)				
0.9.9	Develop and/or organize a career portfolio (electronic or physical) to document knowledge, skills, and experience in a career field. (09.04.02)				

### Technical Skills

#### COMPREHENSIVE STANDARD: 10.0 Synthesize knowledge, skills and practices required for careers in hospitality, tourism and recreation.

Benchmark: 10.1 Analyze careers and work qualities within the hospitality, tourism and event planning industries. (*10.1)		3	2	1	0
10.1.1	Examine career opportunities within the event planning and management fields and the skills/experiences needed for the career path. (HTPA 10.01.03) (*10.1.2)				
10.1.2	Explore the various types of event planning and managing services within the industry (i.e. fundraiser, sporting event, special occasion/celebration, concert, etc.)				
10.1.3	Recognize ethical and legal responsibilities and how these influence industry standards (i.e. legal age requirements, alcohol service, tip pool management, free admission to events, waste disposal, etc). (HTPA01.01; HTPA 01.01.03) (*10.1.3; 10.2.4)				
10.1.4	Research laws pertaining to hiring practices and harassment laws (i.e. diversity, equal employment opportunity, American with Disabilities Act).				
10.1.5	Examine the leadership and teamwork skills needed to create a good working environment that encourages staff retention. (HTPA 06.01.01 & 06.01.02)				
10.1.6	Examine skills needed in organizing, controlling, assigning, managing and carrying out work responsibilities. (*10.4.7; 10.6.3)				
Benchmark: 10.2 Demonstrate procedures applied to safety, security, and environmental issues. (*10.2)		3	2	1	0
10.2.1	Identify safe working habits and security procedures for event planning and management (i.e. job safety analysis). (*10.2.1)				
Benchmark: 10.3 Apply concepts of quality service to assure customer satisfaction. (*10.3)		3	2	1	0
10.3.1	Identify the information that needs to be obtained from the customer to accept payment for goods or services and research software/systems available to manage the information. (HTC10.02)				

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10.3.2	Analyze customer service skills to ensure quality service and guest satisfaction. (*10.3.2)				
10.3.3	Identify accurate verbal and nonverbal cues to provide a positive experience for guests and fellow employees. (HTPA05.01.01 & 05.01.02) (*10.3.2)				
10.3.4	Understand the need for accuracy in mathematics, reading comprehension and writing to correctly deliver products or services to guests. (HTPA 04.01.01)				
Benchmark: 10.4 Demonstrate management of recreation, leisure and other programs and events. (*10.6)		3	2	1	0
10.4.1	Research how to develop an event budget and investigate how the economy may impact this process. (*10.6.2)				
10.4.2	Analyze current trends to determine if changes should be made to future products and services.				
10.4.3	Use principles of budgeting and forecasting to maximize profit and growth. (HTC03.01)				
10.4.4	Research costs, pricing and market demands to promote profitability. (HTPA07.01)				
10.4.5	Utilize information from market segmentation (i.e. ethnicity, geographical, gender, income, etc). to guide product and service decisions. (HTPA04.02) (*10.5.1; 10.5.2)				
10.4.6	Identify the staffing needs for varying event types and the skills employees need to fill those positions. (*10.3.2)				
10.4.7	Develop a BEO (banquet event order) and follow the entire BEO shelf life from creation to the end of a banquet and note the intricacies involved with making a successful banquet. (*10.4.3)				
10.4.8	Research the RFP process (request for proposal process) and demonstrate how to create a proposal that sells.				
10.4.9	Demonstrate industry standards for meeting room sets for different events (i.e. screen placement, isle width, classroom style, rounds, etc).				
10.4.10	Identify the different client segments, needs and budgets (i.e. corporate business, social events, non-profit companies, special events, etc). (*10.4.3)				
10.4.11	Demonstrate an operating procedure for an event to include objectives, timeline, budgets, tasks, staffing, event marketing, event diagram/layout, media promotion, facility and equipment needs. (*10.6.2; 10.6.3; 10.6.5)				
10.4.12	Demonstrate industry standards for meeting room sets for different events (i.e. screen placement, isle width, classroom style, rounds, etc.)				

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