

Event Planning Rubric

Category	Excellent (4)	Strong (3)	Satisfactory (2)	Unsatisfactory (1)	Score
Purpose of the Project	Clearly understands and identifies community oriented project that link to service learning activities.	Demonstrates some understanding and identification with community oriented project that link to service learning activities.	Somewhat understands and identifies with community oriented project that link to service learning activities.	Shows little or no understanding and identification with community oriented project that link to service learning activities.	
Planning	Thoroughly identifies the steps necessary to proceed with group semester project. Develops a highly detailed plan that considers facilities, budgets, and the necessary resources to meet the goals of the event or activity.	Identifies key steps necessary to proceed with group semester project. Develops an adequate plan that considers facilities, budgets, and the necessary resources to meet the goals of the event or activity.	Is knowledgeable of key steps necessary to proceed with group semester project. Outlines plans that consider facilities, budgets, and the necessary resources to meet the goals of the event or activity.	Inadequately identifies the steps necessary to Proceed with group semester project. Fails to develop a plan that considers facilities, budgets, and the necessary resources to meet the goals of the event or activity.	
Organizing	Demonstrates high degree of effectiveness in allocating resources in accordance with event planning document.	Demonstrates with considerable effectiveness in allocating resources in accordance with event planning document.	Demonstrates with some effectiveness in allocating resources in accordance with event planning document.	Demonstrates with limited effectiveness in allocation of resources in accordance with event planning document.	
Leading	Demonstrates high degree of commitment and willingness to take on a leadership role within the project's main or subcommittees.	Demonstrates considerable degree of commitment and willingness to take on a leadership role within the project's main or subcommittees.	Assumes or asserts leadership role within the project's main or subcommittees.	Does not assume any leadership role within the project's main or subcommittees.	
Controlling	Regularly and accurately modifies the event plan in anticipation of problems. Makes exceptional use of time, money, people, resources, and facilities within the schedule.	Occasionally modifies the even plan in anticipation of problems. Makes effective use of time, money, people, resources and facilities.	Provides input that assists in developing contingency plans to the event plan in anticipation of problems. Utilizes time, money, people, resources and facilities.	Shows little or no evidence of modification to the event plan in anticipation of problems. Makes ineffective use of time, money, people, resources and facilities.	
Evaluation	Actively participates in event planning activities and implementation of event. Provides considerable contributions to development of After Action Report. Submits individual reaction paper that succinctly summarizes the direct service learning experience.	Demonstrates considerable degree of participation event planning activities and implementation of event. Contributes to development of After Action Report. Submits individual reaction paper that reflects on the direct service learning	Occasionally participates in event planning activities and implementation of event. Provides comments for After Action Report. Submits individual reaction paper that describes the direct service learning experience.	Rarely participates in event planning activities and implementation of event. Does not participate in development of After Action Report. Does not submit individual reaction paper.	

Students must pass with at least an average of 2 on the above rubrics scale.

Average Score: _____