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Planning Your Event

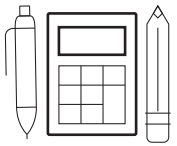
Quick Start Guide

1 Planning



- Step 1**
Set up planning committee
Select date/time
Identify and reserve a location
- Step 2**
Estimate number of teens
Identify Club and Youth Center professionals to assist with event
- Step 3**
Estimate number of volunteers
Arrange for printing
- Step 4**
Identify teens to assist
Schedule teen activities

2 Resources



- Step 1**
Gather supplies
Arrange for equipment and room set-up

3 Teen Materials



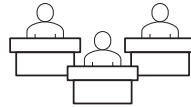
- Step 1**
Personal Profile Form
Budget Tracking Forms
Teen Evaluation

4 Volunteer Materials



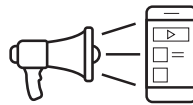
- Step 1**
Contact Volunteers
Event Overview
- Step 2**
Station Descriptions
Station Manager Evaluation

5 Station Materials



- Step 1**
Station Signs
Station Manager Guidelines
- Step 2**
Personal Profile Form
Budget Tracking Forms
- Step 3**
Marital Status Drawing Cards
Number of Children Drawing Cards
- Step 4**
Life's Unexpected Drawing Cards

6 Marketing



- Step 1**
Use social media
Foster connections
Promote in the community
- Step 2**
Use word-of-mouth
Public Relations campaign

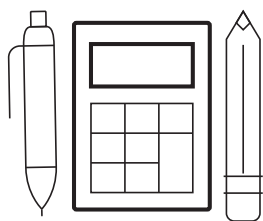
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Planning Guidelines

The key to implementing a successful event is to plan ahead, making sure that Club and Youth Center professionals, volunteers, teens, and resources are ready to go well in advance of the event.



1. **Set up a planning committee:** A planning committee does not have to be a large group; even two or three partners can brainstorm ideas and assist with room set-up, volunteer recruitment, station staffing, supplies and resources, and event management. Invite teens to lead the planning effort.
2. **Select the date and time for the event:** If you are implementing the Standard Version, choose a date that will allow for Reality Store to fall within your Money Matters Programming. This should be scheduled between Unit 2 and Unit 3 of the Money Matters curriculum. If you are doing a Stand-Alone Event or Mini Event schedule it according to your Club and Youth Center's capacity.
3. **Identify and reserve a location:** Ideally, the space should be large enough to accommodate 15 to 20 tables arranged in a square/rectangle—such as the gym, nearby school or a large room at a local community center. If a large space is unavailable, or if you are implementing a Mini Event, cluster several stations in various rooms throughout your Club and Youth Center (best during non-prime hours).
4. **Estimate the total number of teens:** Consider whether to host the event for Club and Youth Center teen members only, or to open it to the general public as well. Teens usually take 1-2.5 hours to visit all of the stations depending which model you use. Events with more teens will take up the longer amount of time. The number of teens expected will help determine the level of staffing help and amount of space that you need.
5. **Identify Club and Youth Center Professionals to assist with the event:** Additional Club and Youth Center professionals are needed to help during the event. They can assist with traffic control and roam throughout the stations to monitor teen activity, answer questions, offer guidance, and direct teens to another station if a line is too long. For more on staffing, see page 26 Three: Staffing Your Event.
6. **Determine how many volunteers are needed:** Volunteers are needed to act as Station Managers. Their role is to provide cost information to teens on various options, assist them with purchasing decisions, and refer them to other stations as appropriate. The number of volunteers needed depends on the number of teens participating. In general, two managers at each station is ideal, with one manager per station at a minimum. For guidelines on identifying volunteers, see page 26 Three: Staffing Your Event.
7. **Arrange to print materials:** Materials for Reality Store need to be printed well in advance of the event. There are three sections of this guide that need to be printed:
 - Four: Materials for Volunteers/Station Managers on page 32
 - Six: Materials for Teens on page 55
 - Eight: Materials for Individual Stations on page 65
8. **Schedule a time to train volunteers:** Schedule a time to meet with volunteers before Reality Store to review their roles and responsibilities. The ideal time is within the two-week period before the event. If this is not possible, make sure they arrive one hour before teens on the day of the event so they can review materials for their individual stations. For details on preparing volunteers, see page 26 Three: Staffing Your Event.
9. **Identify teens to assist:** Teens can be extremely valuable in assisting with the event, particularly if they have experienced Reality Store themselves. Teens can create name tags for volunteers, secure props for various stations, assist with physical set-up, and act as Station Managers.
10. **Schedule teen preparation activities:** It's optimal to set aside time to conduct preparation activities with teens in advance of the event. For preparation activities, see page 38 Five: Preparing Teens.



2 Resources Needed

As you prepare to host a Reality Store event in your Club and Youth Center, you will need the following resources.

Supplies and Equipment

1. **Supplies:** Have the following materials on hand for the event:
 - Pens or Pencils (one for each teen and extras for each station)
 - Calculators or devices with calculators (one for each teen and extras for each station)
 - Name tags for Volunteers/Station Managers
 - Props for individual stations, such as toy cars, groceries, etc. (optional)
 - Giveaways, such as T-shirts, key chains, pens, calculators, etc. (optional)
2. **Equipment and Room Set-Up:** There are 18 stations in Reality Store. Depending on the number of teens, some stations may be combined at one table. The Careers and Salaries, Banking and Investing, Housing, and Utilities Stations may require more volunteers and space due to the number of decisions that need to be made and information discussed. Decide how many tables are needed, and provide one to two chairs per table.



3 Materials for Teens

The following materials (found in Six: Materials for Teens on page 55) need to be printed in advance of the event for each participant. They are used by teens to track their salaries, savings, and expenditures so make enough copies so that teens can have one of each (described in Five: Preparing Teens on page 38) prior to the event. The Budget Tracking Forms and Personal Profiles need to be distributed during the Teen Preparation Activities.

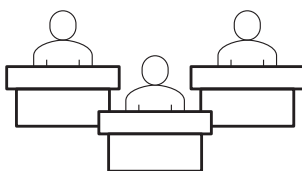
1. **Personal Profile:** Teens record information on their occupation and salary (gross and net), marital status, number of children and degree level.
2. **Budget Tracking Form:** Teens use this form to track their deposits, investments and expenses during gameplay.
3. **Sample Budget Tracking Form:** A sample of a budget tracking form that has been filled out for teens to reference how to use it.
4. **Teen Evaluation Form:** Evaluations will be distributed and completed at the final station on the day of the event. If you have the resources, create an online evaluation using an online survey design program and have teens complete the survey on-line using internet-supported devices.

4 Materials for Volunteers/Station Managers

Volunteers are more comfortable helping if they know the goals of the event and what is expected of them in advance. Once you have lined up volunteers to serve as Station Managers, email all volunteers to give them an overview of Reality Store, full list of station assignments and confirm the date, time, and location of the event. For a volunteer packet, see Four: Materials for Volunteers/Station Managers on page 32.



1. **Email to Volunteers:** Send an email to the volunteers with a full list of station assignments and the date, time, location, and name of the station that individual will manage.
2. **Event Overview:** Make one copy of the overview for each Station Manager/Volunteer.
3. **Station Descriptions:** Make one copy for each Station Manager/Volunteer.
4. **Station Manager Evaluation Form:** Make one copy of the evaluation form for each Station Manager/Volunteer. Distribute these at the conclusion of the event.



5 Materials for Individual Stations

All of the following items (found in Eight: Materials for Individual Stations on page 69) are to be printed and placed at the appropriate stations on the day of the event. Many Clubs and Youth Centers laminate these materials so they can be used over again at subsequent events.

1. **Station Signs:** Materials needed to run Reality Store are arranged by individual station names. The first page of each is designed to be used as a sign for that station. Make one copy of each sign page on heavy card stock.
2. **Station Manager Guidelines:** These guidelines let Station Managers know what their roles and responsibilities are and offer them specific tips for helping teens. Make one copy for each individual station.
3. **Income/Expense Summaries:** The Income/Expense Summary pages contain all the salary and pricing information and are used by Station Managers to assist teens as they make purchasing decisions. Make several copies of each so there can be two to three sets at the appropriate stations during the event.
4. **Marital Status Drawing Cards:** At the start of the event, teens randomly draw a card to discover their marital status. Print the cards on heavy card stock and cut apart; make enough so that all teens can have one card. You also can write the words on plain paper, but be sure to make enough so that each teen can select one. Some Clubs and Youth Centers use ping-pong balls with one option printed in marker or a die with the numbers 1 to 2 representing the two choices or flipping a coin (if you choose one of these options, you do not need the cards).
5. **Number of Children Drawing Cards:** At the start of the event, teens randomly draw a card to discover how many children they have (between 1 and 3). Print the cards on heavy card stock and cut apart; make enough copies so that all teens can have one card. You also can write the numbers on plain paper, but be sure to make enough so that each teens can select one. Some Clubs and Youth Centers use ping-pong balls with a number printed in marker or a die with the numbers 1 to 3 (if you choose one of these options, you do not need the cards).
6. **Life's Unexpected Drawing Cards:** When teens visit Life's Unexpected Station, they draw a card that represents a life event. Print the cards on heavy card stock and cut them apart. Make enough copies so that each teen can have one. If you have more than 40 teens and need to make more than one set, be sure that there is only one copy of #3 (Lottery winner). Some Clubs and Youth Centers use 40 ping-pong balls with one number printed on each. In this case, the Station Manager reads the life event from the instruction sheet to each teen.