

Daily Plan - Module 1

CLASS: Events Decoration
DAY: Tuesday & Thursday
TIME: 4:00p.m. – 6:00p.m
TUTOR: Ms. Dale Foster -Bowen

MODULE 1

Day 1 – Task 1: Introduction to Events Decoration/Differentiate between Event Management and Events Decoration/ Health & Safety Tips / Tools / Materials/Making a Pole Stand

How to prepare the work area, Health and Safety tips, identify various tools and their uses

Tools and Materials Required:

Tools: - Pen, Pencil, Notepad, Small Scoop, Plastic Bucket (mixing cement)

Materials: - 1 Styrofoam container 8 oz, Dowel Rod, 1 ½ pound of Cement

Lesson: Making a Pole Stand

Preparation of Work Space -Always ensure work area is clean, and only equipment and materials to be used should be on the table/counter.

Introduction to Basic Health and Safety - Understand the role health and safety plays in the Events Decoration

Introduction to Events Decoration

What is Events Decoration

The differences between Events Decoration/Event Management

Equipment and Materials needed for Events Management

**Supply of materials for the Community Education Programme
Short Skills Training Course 2021 – Events Decoration**

Quantity	Description
4	Lanterns
3 packs	Cupcake holders
4 packs	Coffee Filters
1 pack	Paper Plates
4	Styrofoam Rings
1	Embroidery Ring
1 pk	Doily Liner
1	Lampshade
1	Bridal Bucket
2	Flute Glasses
1	Hula Hoop
6 Bunch	Flowers
2	Bridal Combs
6	Dowel Rods
4 yards	Candy Floss
3 ½ yards	Tulle
1	Large Green Leaf
1 Bunch	Mini Flowers

3	Styrofoam balls
1 pk	Copy Paper
1	Champagne Glass
1	Boutannaire Mechanic
5 yards	Ribbon
1	Baby Bottle
1	Roll Ribbon
2 dozen	Glue sticks
2 yards	Foam Sponge
2	Balloons

Instructions

1. Mix your cement in a separate bowl or container, do not mix it too soft or too hard.
2. Get your 8 oz container and pour the cement inside, when your cement is almost dry, place your dowel rod in the center.
3. Leave to completely dry.
4. Your project is completed.

Questions and Answers

Assignment:

Tools and Materials needed for next class:

Tools: Glue Gun/Stick, Pen, Notepad

Materials: 1 small or medium paper lantern (any colour), 50-75 paper cupcakes ,100

Coffee filters,1 small or medium paper lantern (any color), Ribbons

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