



# EVENT PLANNING SEMINAR & WORKSHOP

A special training program hosted by Sing Fai:

## LEGEND YOUTH

**For youths of all Asian Communities. Age 16-25**

- \*Learn and gain valuable experience in planning and executing a major event**
- \*Meet new people and have fun while helping the community**
- \*Opportunities for personal growth and development**
- \*Learn to become a leader through interesting training and hand on practices**
- \*Achieve community service hours**
- \* Fulfilling partial requirements of the Duke of Edinburgh's Award**

**Class size :** Maximum 25 youths

**Locations:** *Seminars:* Langstaff Community Centre - Program Room  
155 Red Maple Road, Richmond Hill, ON L4B 4P9 (Red Maple Road/N. of Hwy 7)  
*Workshops and service:* York University - 4700 Keele Street, Toronto, ON M3J 1P3

**Fee:** \$100.00

**Including:** Total 3 seminars and 3 workshops  
3 Days 2 Nights Camp Fee (transportation to camp site not included)  
LEGEND YOUTH Membership till Apr 2011 – Member benefits such as discount to join Sing Fai activities

Sessions	Date/ Time	Location	Topics (Tentative and for reference only)
Seminar 1	10Apr (Sat) 3:15 – 6:15PM	Langstaff C.C.	Introduction; Interpersonal skill, goal setting and public speaking Team building and promotion of team spirit
Seminar 2	24Apr (Sat) 3:15 – 6:15PM	Langstaff C.C.	Event planning + execution; Money, finance and budget; Marketing – Process to identify customers for effective sales
Seminar 3 + Workshop 1	08 May (Sat) 3:15 – 6:15PM	Langstaff C.C.	Problem solving, risk management and crowd control; Asian Media in Ontario; Workshop (1): Basic playing techniques + Game Rules + Game Formats
Workshop 2	29 May (Sat) 3:15 – 6:15PM	York University	Site visit Workshop (2): Program Execution; Game preparation; Basic First Aid
Learning Camp	4-6 Jun (Fri – Sun)	Woodland Trail Scout Camp	Overnight fun learning camp
Workshop 3	20 Jun (Sun) 2- 6PM	York University	Final Preparation; Rehearsal Practice
Service 1	25 Jun (Fri) 3-11PM	York University	Asian Community Game Opening Ceremony – Service
Service 2	26 - 27 Jun (Sat-Sun)	York University	Game Days – Service time may vary according to specific sport program

**Upon completion of Seminars and Workshops, participants will receive:**

- 1). 50% fee will be reimbursed by Sing Fai Sports Club provided that participants can fulfill the following requirement:
  - Attend all seminars and workshops and successfully achieved the assigned duties on ACG Opening and Game Days
  - Evaluation Report by Team Supervisors based on attendance and overall performance.
- 2). LEGEND YOUTH Event Planning Seminar Graduation Certificate

**Registration:**

Registration Form must be completed and return to Sing Fai Sports Club by 31 Mar. Placement will base on order of registration received and screening interview may be required.

★ All applications are subject to the final acceptance and approval from the Executive Committee of Sing Fai Sports Club

**Payment details:**

Full Payment must be submitted with your Registration Form. Send cheque by mail payable to Sing Fai Sports Club or by cash in person.

**Registration confirmation and receipt**

Confirmation and payment receipt will be mailed to you within 5 business days of registration.

**Refund & Cancellation**

Refund requests must be submitted in writing prior to the second seminar, or a refund will not be issued. All approved refund subject to \$20.00 Processing Fee.



**LEGEND YOUTH is a youth group organized by**

**Sing Fai Sports Club**

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