Planning for *Kaushal Mela*

1 Brainstorming

AI Assistant
Habitat Garden
Healthcare

2 Timeline

Date

3 Checklist

Posters ✓
Labels ✓
Invites ✓

Poster
Kaushal Mela
Invitation

4 Execution of tasks

Kaushal Mela

5 Preparation of displays

6 Event day

AI Assistant

Puppet Show

Habitat Garden
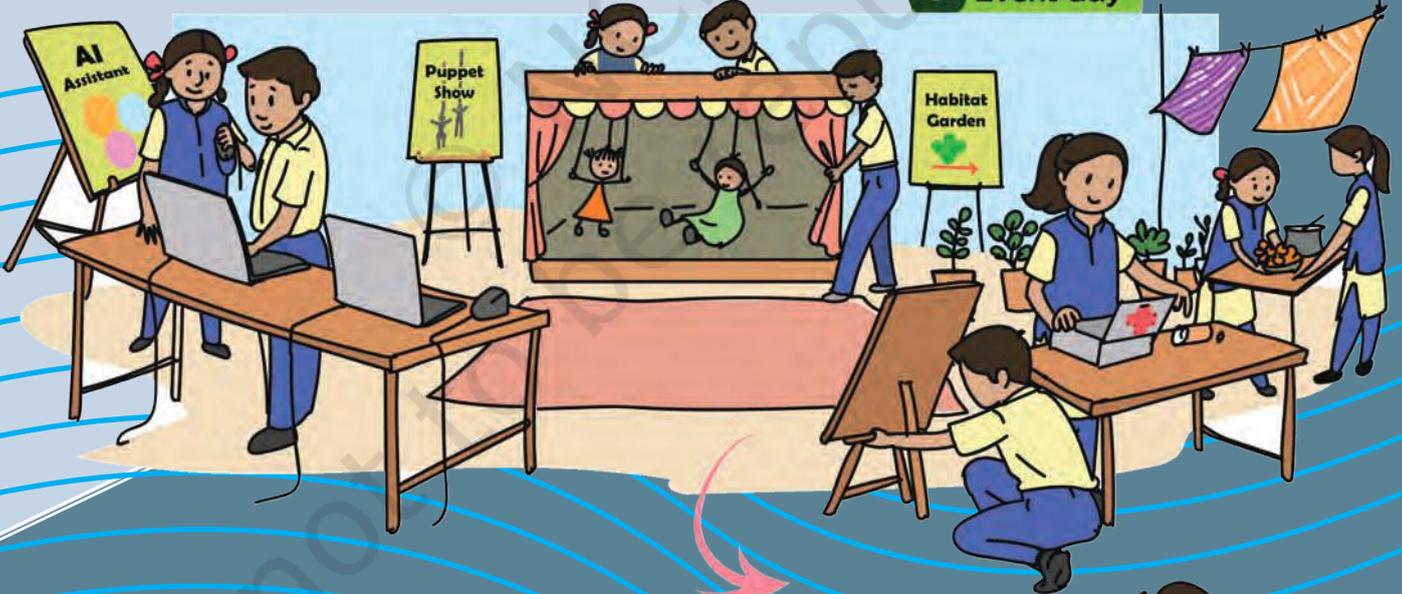
7 Post-event activities...

Planning for *Kaushal Mela*

You have worked on your projects and are now ready to share what you did and how you did it with others.

You may have shared something with other students and teachers during classroom presentations or during school assembly. You can also invite your family and other people to come and see your work. You can do this through the *Kaushal Mela*. But first, you must plan each detail carefully.

Planning is important since it helps you decide how to reach your goal. You must think about what need to be done and when it needs to be done so that everything goes smoothly. For example, if you are putting up a puppet show, you need to decide when and where keeping in mind that the maximum number of people watch it. Planning also helps to prevent wastage of time and resources. For example, if you want to demonstrate the tie and dye process, you must ensure all the materials are available in one place in the right quantity.

Since the *Kaushal Mela* will involve a lot of planning and coordination, you must plan each detail carefully. Responsibilities must be assigned for each activity, and the process for each activity discussed in detail. You must also develop a plan to work together as a team.

Table 7.1 below will help you plan for the *Kaushal Mela*. Do add more details based on your discussions.

Table 7.1: Planning the *Kaushal Mela*

Basic details			
1. Date and Time: 2. Venue: 3. Who will attend: 4. What will you present in the *Kaushal Mela*? 5. Additional support required (e.g., electricity / table / chairs / carpet/ computer / open space, etc.):			
S. No.	Component of planning	Details	To be completed by _____ date	In-charge/ Coordinator (if any)
Preparation			
1.	Presentation of the work you did (e.g., project documentation, project poster, project journey video)			

2.	Setting up stall and decoration			
3.	Seating arrangements (if needed)			
4.	Setting up displays (e.g., in stalls, labelling components in the garden)			
5.	Signboards: list of signboards (toilet, entry, etc.)			
6.	Inviting guests (e.g., designing an invitation, list of guests, how the invite will be sent)			
7.	Any safety precautions			
8.	Cleanliness and waste management			
9.	First aid station (e.g., location, what kind of first aid will be available)			
10.	Anchoring (e.g., script, anchor(s))			
11.	Preparation of the stage (setting up, decoration, sound equipment)			
12.	Preparing the schedule for the entire duration of the *Kaushal Mela*			
13.	Information about the *Kaushal Mela* (e.g., layout, information pamphlets)			
14.	Registration of guests (how, when, details to be collected)			
15.	Feedback from guests (questions to take feedback, collection of feedback)			
16.	Cleaning up after the *Kaushal Mela* (e.g., returning equipment, removing waste)			