Planning for *Kaushal Mela*

1 Brainstorming
Woodworking, Water audit, Hydroponic

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
Automation
Puppet Show
Hydroponic Units

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 school assemblies. You can also invite your family members and others to see your work. You can do this through *Kaushal Mela*. But first, you must plan each detail carefully.

Planning is essential since it helps you decide how to reach your goal. You must think about what needs to be done and when it needs to be done so that everything goes smoothly. For example, if you are planning a presentation on water usage in the community, you need to decide when and where, keeping in mind that the maximum number of people should watch it. Planning also helps prevent wastage of time and resources. For example, if you want to demonstrate the process of home automation, you must ensure that all the materials are available in one place in the correct quantity.

Completing every activity at the given time is crucial for success. Different activities need different times for completion. Some materials need more time to procure, and some processes need more time than others. Further, some of the activities depend on others for completion. Therefore, plan in such a way that you will be able to achieve your goal.

Since *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 must be discussed in detail. You must also develop a plan to work together as a team.

Table 7.1 below will help you plan for *Kaushal Mela*. Do add more details based on your discussions. You can do this planning on a chart or A3 size paper and post it on a notice board to track the activities.

**Table 7.1: Record basic information for planning *Kaushal Mela***

**Basic details**

1. Date and Time:
2. Venue:
3. Who will attend:
4. What will you present in *Kaushal Mela*?
5. Additional support required (e.g., electricity/table/chairs/carpet/computer/open space, etc.):

| S. No. | Component of planning | Details | Time required: Start Date & End Date | Tick if completed the activity ✓ / Mark red if delayed |
|---|---|---|---|---|
| **Preparation** | | | | |
| 6. | Presentation of the work done (e.g., project documentation, poster, journey video) | | | |
| 7. | Setting up stall and decoration | | | |
| 8. | Seating arrangements (if needed) | | | |
| 9. | Setting up displays (e.g., in stalls, labelling components in the garden) | | | |
| 10. | Signboards: list of signboards (toilet, entry, etc.) | | | |
| 11. | Inviting guests (e.g., designing an invitation, list of guests, how the invite will be sent) | | | |
| 12. | Any safety precautions | | | |
| 13. | Cleanliness and waste management | | | |
| 14. | First aid station (e.g., location, what kind of first aid will be available) | | | |
| 15. | Anchoring (e.g., script, anchor[s]) | | | |
| 16. | Preparation of the stage (setting up, decoration, sound equipment) | | | |
| 17. | Preparing the schedule for the entire duration of *Kaushal Mela* | | | |
| 18. | Information about *Kaushal Mela* (e.g., layout, information pamphlets) | | | |
| 19. | Registration of guests (how, when, details to be collected) | | | |
| 20. | Feedback from guests (questions to take feedback, collection of feedback) | | | |
| 21. | Cleaning up after *Kaushal Mela* (e.g., returning equipment, removing waste) | | | |

At the end of *Kaushal Mela,* check whether your preparation was adequate.

You can plan similarly for any other activity or project. Making a list of tasks, and the time and resources required will help you achieve your goals.