

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Mini-Assignment: Writing an Event Report

**Event reports** are often done by businesses, charities, movie studios, newspapers, etc. in order to share the main ideas and outcomes of an important event. Event reports usually are written within a 48-hour deadline (the news never sleeps!), and include:

- an event overview (basically a summary of the big ideas/ action items)
- the location of the event
- who attended the event
- the positives, negatives, and interesting parts of the event
- a final wrap-up sentence

You have been hired a a journalist to write an event report **for our class trip to Alex Mack for Grade 8 Day!** \* This is an on-site assignment, so you will be sent to do field research at the theatre on the day of the performance. You will take a graphic organizer with you to organize your notes. You must hand in a one-page report (not shorter, and not longer – your editor has saved you a one-page spread in the newspaper and you must fill it!), **within 48 hours of the event.**

### Some tips:

#### 1. Take Good Notes

Writing up a great event wrap up report means gathering data while at the event. Take the time to write down a few notes about things that particularly impressed you either during or right after the event. Don't rely on your memory to keep track of the things that stood out to you, and write down as many take aways from the event as possible. You will not use all of your notes, but the more detail you can later provide, the better. Use your graphic organizer to help record your ideas.

#### 2. Writing Your Post-Event Report

Before beginning, prepare an outline of your report. A blank page is a tough place to start, so don't expect what you compose to be immediately perfect. Make sure to edit your ideas and make sure they are organized logically. Check your grammar and spelling – your newspaper editor doesn't want to spend a lot of time rewriting your post.

#### 3. Point of View

For this event report, you must use **third person** (this means you must not use “I”, “you”, “we”, etc.). You must also write the report in **past tense**.

**E.g.**, “The Newmarket Theatre’s performance of Willy Wonka **was** a dramatic spectacle, bringing the classic tale of an eccentric candy-maker and his fantastical world to life.”

**Due Date:** \_\_\_\_\_

\*For any not attending the performance, you will write your report on the Willy Wonka movie viewed in class

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **EVENT FIELD RESEARCH FORM**

\* TO BE HANDED IN TO YOUR EDITOR (MS. KUKURUDZA) WITH YOUR REPORT

Reporter: \_\_\_\_\_

Event: \_\_\_\_\_

Date and time: \_\_\_\_\_

Location: \_\_\_\_\_

Summary Notes:

Attendees: \_\_\_\_\_

<b>PLUSES</b>	<b>MINUSES</b>	<b>INTERESTING</b>

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## EVENT REPORT PLANNER

**Introduction Paragraph** (summary of the 5 W's – what, where, when, who, and why)

**Paragraph 1: The Pluses** (what were the positive parts of the event?)

**Paragraph 2: The Minuses** (what were the negative parts of the event?)

**Paragraph 3: Interesting** (what were the interesting parts of the event?)

**Conclusion Sentence** (putting it all together)