

Achievement Story Example

Story 3 – 2018-10-1 – Organizing Community Event

Detailed Description	Skills Identified
<p>Subject (Issue/Problem): I received an award for organizing an annual community event that was the most successful of its kind in 21 years.</p>	
<p>Story (Action): I was asked by the Great Falls Chamber of Commerce to organize the 21st Annual Community Street Faire to raise funds for the handicapped, elderly and disadvantaged in the county. Although I had never produced anything before, I love the theatre, and it was an opportunity to widen my experience of project management while helping a good cause.</p> <p>I started by <u>interviewing</u> those who had been involved before, <u>reviewing</u> previous efforts and <u>preparing</u> an outline plan of action. Then I identified potential scriptwriters from referrals and <u>interviewed</u> several.</p> <p>I <u>chose</u> scriptwriters and helped them to <u>create</u> a story board for the program. I <u>checked progress periodically</u> to confirm we were progressing to plan.</p> <p>I <u>wrote job descriptions</u> for the production team and sent out a newsletter to the press and to people who had been involved in previous years or who had expressed an interest in getting <u>involved</u>.</p> <p>I <u>arranged and held auditions</u>. The production director and I <u>assigned roles</u>. Approximately 30 volunteers were involved.</p> <p>Using my computer and <u>learning new software</u>, I <u>produced</u> sponsorship brochures that attracted local businesses.</p> <p>I <u>came up with the idea</u> to place a “price on the head” of each character, whom businesses could sponsor. They could then promote their sponsorship for each character. Businesses liked it so much that they began to bid against each other for the privilege of saying which character they sponsored. It created a lot of media attention and visibility for the sponsors, who contributed \$16,000, which exceeded our budget by \$4,000. We used the excess to fund more community programs as chosen by the sponsors.</p> <p>With the production director’s agreement, I set up a <u>timetable</u> for meetings and rehearsals.</p> <p>I booked the school hall, <u>negotiated</u> charges with the school, and <u>persuaded</u> a local accounting firm to keep financial records and write checks.</p> <p>I <u>managed</u> the production team by holding <u>weekly status meetings</u> and kept detailed notes so I could <u>report</u> progress to the Chamber regularly.</p> <p>I <u>organized</u> rehearsals requiring detailed <u>planning</u>, and kept everyone <u>informed</u>. We began to fall behind in our preparations when work pressures for some of the key members took precedence. I <u>convinced</u> others to step up and cover for them, and we were able to <u>get back on track</u> with a minimum of disruption. I had to <u>schedule</u> my own time carefully because I was trying to wrap up a major project at work.</p> <p>I took cameo roles myself and also had to <u>ghost sing</u> for one of the principals who took sick and couldn’t sing.</p>	<p>interviewing, reviewing, analyzing, preparing plan of action; deciding, supporting, creating, monitoring, creating job descriptions, involving others, organizing and assigning responsibilities learning new software, producing brochures, developing innovative promotion, raising money, creating publicity increasing revenue, budgeting and forecasting, negotiating persuading managing, delegating, monitoring, preparing status reports, organizing, planning, informing, convincing, problem resolution, time management, scheduling, balancing,</p>

Achievement Story Example

Detailed Description	Skills Identified
<p>I <u>organized</u> all the publicity and was <u>interviewed</u> by local press and radio.</p> <p>We performed five superb shows to capacity audiences. Afterward, I arranged a <u>debriefing</u> meeting where I thanked everyone and evaluated what we had learned and what we could pass on for a future occasion.</p> <p>I <u>reported</u> financial results to Chamber. Our total costs were less than we had budgeted because some sponsors who originally declined to participate decided that they had to be involved after seeing how the other sponsors benefited. We ultimately made over \$6,000 profit, and I received the Good Citizen Achievement Award for staging the community's most successful event ever.</p>	<p>innovating, creating, risk-taking, organizing, PR, publicity, producing, networking, reviewing and debriefing, rewarding, reporting financial results, creative business development, achievement</p>
<p>Achievement (Result): I received the Good Citizen Achievement Award for organizing the community's most financially successful fundraising event ever. I created highly entertaining programs, recruited talented people who donated their time, devised merchant sponsorship programs that increased revenue by 33% over estimates, effectively managed over 30 volunteers and delivered the most successful program in over twenty years.</p>	

Note: Save your file with the file name: Story # - yyyy-mm-dd - title (Use the date you write the story.)