

Event Verification Form

To verify service, please complete this form for each different event and submit with your portfolio.

Name of Event: Pumpkinpalooza Fall Festival

Organization: Millican Reserve Conservancy

Type of Service: Event Planning + Implementation

Describe your service activities:

I worked with a team to plan + implement the annual Pumpkinpalooza event through my coursework for RPTS 320 and 321. We created a playbook, a budget, corresponded with vendors, donors, and sponsors, decorated the event, and facilitated the festival's activities.

Purpose of Event:

Pumpkinpalooza is a yearly fall festival that benefits the Millican Reserve Land Conservancy, a 501(c)3 nonprofit serving the Brazos Valley through ticket sales, education, awareness and sponsorships.

Date of Service: January 2023
October 2023 Start time: End time:
Total Hours: 40 hours

Supervisor Information

Name: Laurel Reed

Position: Project Team Lead

Phone: 903-570-8554

OR

Email: laurel@backyardconnection.com

Signature: Laurel Reed Date 10/24/23

Student Information

Name: Maisie Cherry

Signature: M. Cherry



What I Learned From the Event

I learned so many important things from this event. I started working with Millican Reserve for this event starting in January 2023 and ended in October 2023.

Over these nine months, I learned about event timelines, sponsorships, donor relations, advertisements and media, budgeting, contracts, event analysis, and facilitation the day of the event.

This event was vital to my time in the department and really taught me the major aspects of event planning as well as small details.