**Party Planning Assignment**

You and your partner(s) are the owners of a party planning business. You all are the managers and you are responsible for making all the decisions for the business. As the owner, you have decided to throw a party at the end of the school year in order to end the year on a positive, uplifting note! You are responsible for every idea/design and the implementation of those ideas.

Here are the requirements: REMEMBER – CREATIVITY IS EXTREMELY IMPORTANT!! ☺

**Step #1 PLANNNING**

* Brainstorm with your partner(s) using Google Docs OR Padlet.com. Turn in your link to Edmodo. See details listed in Edmodo.
* Create a spreadsheet in Excel that details the budget. What are you going to spend your money on and how much is each item going to cost? You CANNOT spend more than $500 on everything UNLESS you are doing a fundraiser for a charity. If you are doing a fundraiser, you can spend up to $1,000.
Color Code your items so I know what category each item goes with (food, location, invitations, entertainment, activities, etc.). Try to think of EVERYTHING you would need to buy and find REAL prices by researching these items on the internet.
* Create a flyer advertising the party, location, date, time, etc. Are you going to be raising money for a special cause? Be sure to put those details on your flyer if you are!
* Create an invitation in Publisher that will be sent out to invited guests. Make sure you include location, date, time and DRESS CODE so your guests will know.
* Create a guest list in Excel and tell me how you know each person. This should be in a table format and color coded.
* Create a creative board (poster board, tri-board, Glogster, OR Prezi) that contains pictures of colors that will be used, fabrics, foods, decorations, furniture, etc. This board will be used to illustrate your theme and the overall thought process behind your party. We will display these around the room.

**Step #2 ORGANIZING**

* Create a menu for the event. There should be an appetizer, a salad, a main entrée, and a dessert. Each should have a description below their names. This should be done in either Word or Publisher.
* Type a list of activities that will take place at this party. This can be typed in the same document as the requirement below…
* Determine how many people will be needed to work the event—be specific. Don’t tell me 10, tell me 2 servers, 1 dj, etc. Type this list in Microsoft Word.
* Draw a floor plan of the event – You can use this website to create your floor plan - <http://www.roomsketcher.com/> - Make sure you have an area for every activity you have planned and areas for entertainment and food.

**Step #3 IMPLEMENTATION**

* Create a presentation that will tell the class about your party. You must tell us ALL the details! This can be created using Prezi OR PowerPoint. This will be presented in class so make it good!

We will vote on the best presentation and the winning group will receive a PRIZE!!