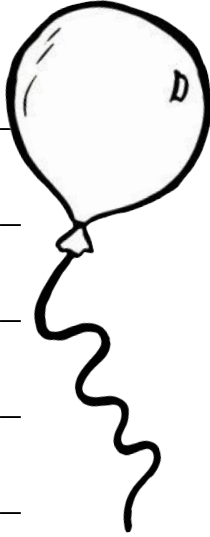


THE GUEST LIST

You need to decide who is coming to your friend's party. Make the list below. Between 15-30 people is best for your event. Do you want a large party, or a more intimate, small party?



1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____

26. _____

27. _____

28. _____

29. _____

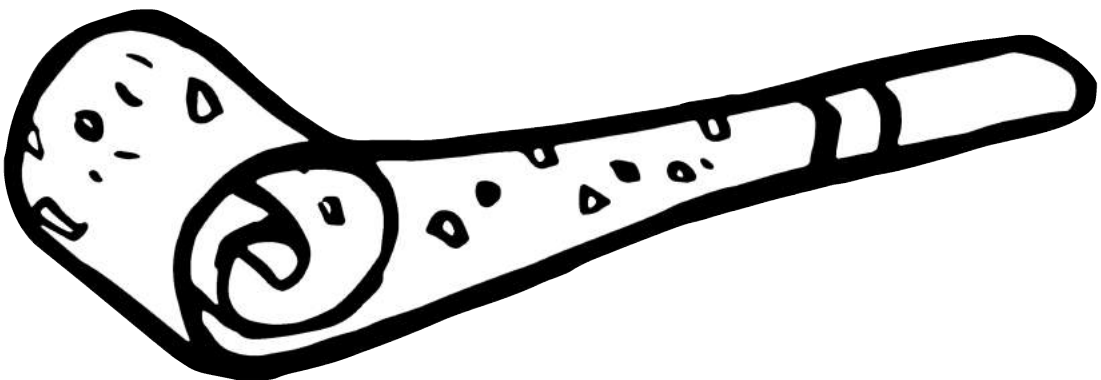
30. _____

BUDGET

Name: _____

Keep a running budget. Update this spreadsheet every time that you calculate a cost for the party.

| Item | Cost |
|-----------------|------|
| Venue | |
| Chairs & tables | |
| Food | |
| Lemonade | |
| Total | |



THE VENUE

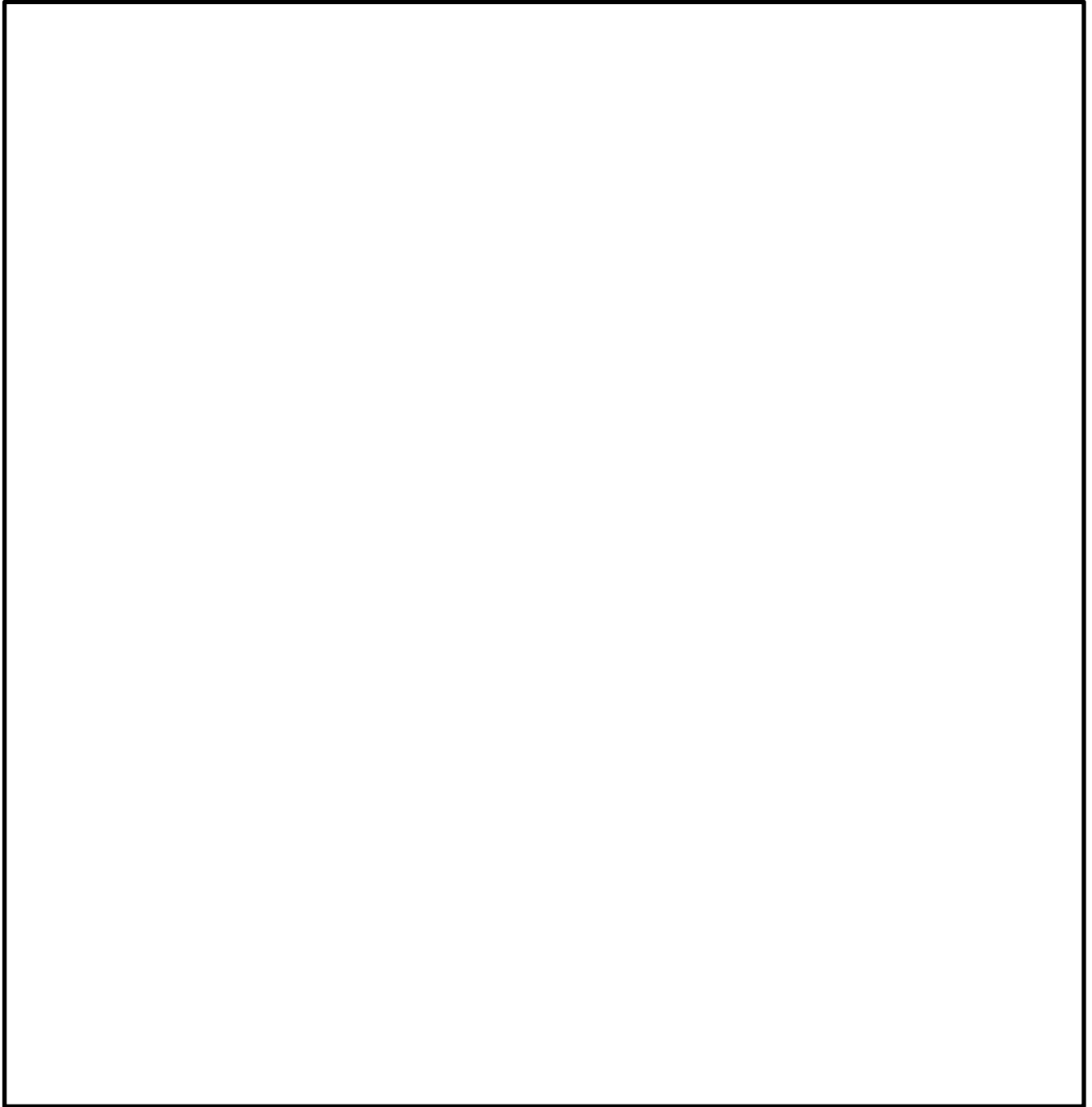
You need a location for the party! Where do you want it to be held? Below is a list of the places in town that are available on the day of the party. Don't forget to update your budget sheet!

| Venue | Cost |
|---------------------------|-------------------------|
| Neighborhood park | \$20 |
| Your house | Free |
| Chuck E. Cheese | \$100 |
| Bowling alley | \$50 |
| Roller rink | \$50 |
| Zoo | \$25 |
| Laser tag zone | \$75 |
| Pool | \$25 |
| Your final choice: | Your final cost: |

THE INVITATION

Name: _____

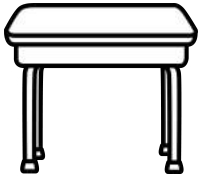
Create an invitation below to invite the guests to the party!
Remember, the guests need to know details about the event!

A large, empty rectangular box with a solid black border, intended for the student to write their invitation. The box occupies most of the lower half of the page.

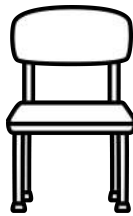
SEATING

Name: _____

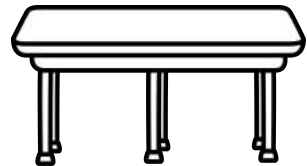
The guests need to be able to sit down during the party and enjoy the food. You will need to rent tables and chairs. Figure out how many that you will need to order. Remember to add the cost to your running budget!



Small table
Seats 4
2 ft x 3 ft
\$5.85 each



Chair
Seats 1
1 ft x 1 ft
\$1.50 each



Large table
Seats 6
4 ft x 3 ft
\$7.15 each

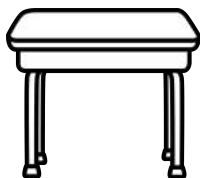
| Item | How many do you need? | How many people can sit? | How much will it cost? |
|-------------|-----------------------|--------------------------|------------------------|
| Chair | | | |
| Small table | | | |
| Large table | | | |

Total cost of chairs and tables:

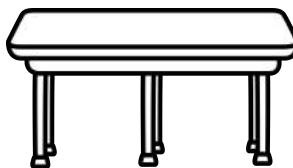
TABLE COVERINGS

Name: _____

You need to cover the rented tables with tablecloths. Your rental company sends free fabric with their tables. However, you need to tell the rental company how much square feet of fabric that you need per table.



2 ft x 3 ft



4 ft x 3 ft

| Item | Number of tables ordered | Square feet needed per table | Square feet total |
|-----------------------------|--------------------------|------------------------------|-------------------|
| Tablecloths for small table | | | |
| Tablecloths for large table | | | |

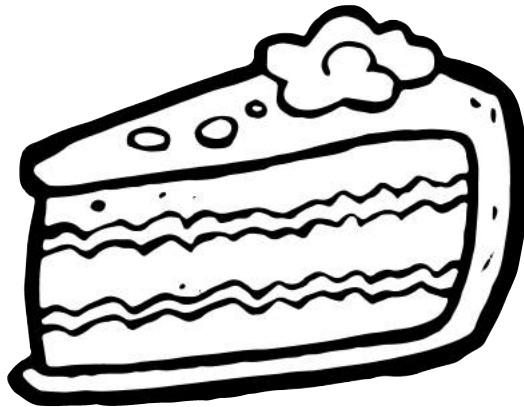
Total square feet needed for all tables:

FOOD

Name: _____

Your guests will be hungry at the party, make sure to provide enough food for them to eat. Calculate how much to buy. You must provide enough of each food item for the amount of guests invited to enjoy. For example, if you invite 20 guests, you must have enough pizza for 20 guests. It is okay to have food left over.

| Item | Cost | How many will it serve? | How many do you need? | How much will it cost? |
|-------------------------------|---------|-------------------------|-----------------------|------------------------|
| Pizza pie (ten slices) | \$8.00 | 5 people | | |
| 1 bottle of soda | \$0.99 | 4 people | | |
| 1 large bag of chips | \$2.50 | 5 people | | |
| 1 large bag of tortilla chips | \$3.45 | 5 people | | |
| 1 container of salsa | \$2.74 | 5 people | | |
| 1 large cake | \$18.99 | 20 people | | |
| 10 cupcakes | \$8.50 | 10 people | | |

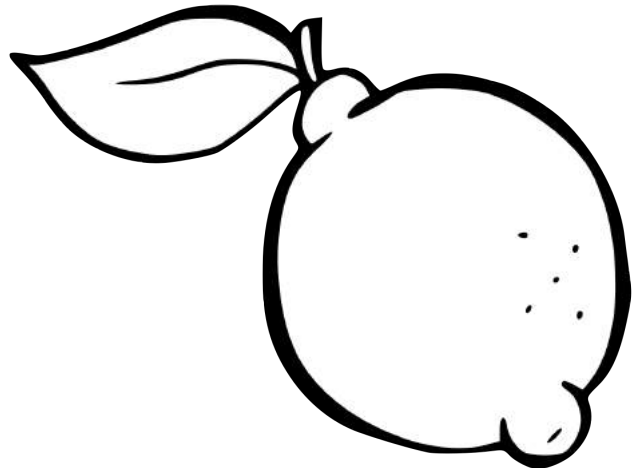
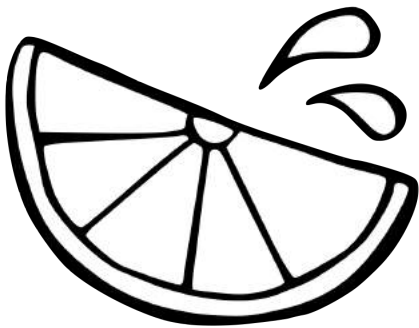


LEMONADE

Name: _____

You don't want the guests to go thirsty! It's time to figure out how much lemonade to make for the party. Each guest needs a total of two cups of lemonade. Which brand is the best deal so that all of the guests get two cups each?

| Brand of lemonade | Size | Price |
|-------------------|----------|--------|
| Tasty Time | 1 cup | \$0.75 |
| Luscious Lemons | 1 pint | \$1.25 |
| LemonAWESOME | 1 quart | \$2.35 |
| Juicy Lemons | 1 gallon | \$4.25 |



SELF CHECKLIST

Name: _____

Planning

- ___ Did I do my best?
- ___ Did I complete each section of the planning process?
- ___ Did I follow classroom rules during each planning step?

Sales Pitch

- ___ Did I do my best?
- ___ Did my presentation explain the party I held?
- ___ Do I have a visual to help explain my party?
- ___ Did I make eye contact with the audience?
- ___ Did I speak loudly and clearly?

PEER CHECKLIST

Name: _____

The peer I am giving feedback to is _____

Sales Pitch

___ Is my peer making eye contact with the audience?

___ Does my peer have a visual to explain their party?

___ Is my peer taking his or her time?

___ Is my peer speaking loudly and clearly to the audience?

PEER CHECKLIST

Name: _____

The peer I am giving feedback to is _____

Sales Pitch

___ Is my peer making eye contact with the audience?

___ Does my peer have a visual to explain their party?

___ Is my peer taking his or her time?

___ Is my peer speaking loudly and clearly to the audience?