

Be a Perfect Party Planner

You are to plan a party (Super Bowl, Chinese New Year, birthday, or other special occasion).

You have a budget of \$100.

You must decide

- how many people will be invited,
- the type of food you will serve,
- games or activities,
- decorations - include decorative napkins, table cloth, plates
- the setting for your party.

You must find the actual cost of the items you need to buy

- Don't forget the sales tax.
- Use newspaper ads, internet shopping, or actual store prices.

You must not exceed your budget.

You must include a spreadsheet similar to the one below. Write the formulas for finding category cost, total cost, and cost per person. Ex. Total cost =B8+C8+D8

Item Purchased	Food Cost	Decoration Cost	Activity Cost
Paper plates		\$4.50	
Mustard	\$1.56		
Game prizes			\$7.00
Hamburger	\$4.53		
Cost	\$6.09	\$4.50	\$7.00
Total Cost			\$17.59

Prepare a brochure of the details of your party. You may use construction paper (fold it in thirds) OR you may design it on a computer.

All work must fit on a 11x17 sheet of paper.

Your brochure will be scored as follows:

TITLE:

party theme or type
number of people invited,
time and place

/4

<u>FOOD:</u>	<u>/9</u>
at least 3 different dishes	
cost of ingredients for each dish	
Total cost of food	
<u>DECORATIONS:</u>	<u>/4</u>
description/list	
cost	
<u>GAMES AND/OR ACTIVITIES:</u>	<u>/4</u>
list	
cost	
<u>COST OF PARTY:</u>	<u>/4</u>
total	
per person cost	
<u>SPREADASHEET OF EXPENSES SHOULD INCLUDE:</u>	<u>/25</u>
all expenses	
category totals and final total displayed	
correct construction	
all spreadsheet formulas	
Project total points	<u>/50</u>