



# Party Planning Project

You are in charge of planning a party for an event. You can choose to plan a birthday, holiday, family or friends gathering, etc. There are two sections to this assignment. Please make sure you label each assignment with your name and class period. You will need to share the assignments with me if you are working in Google or send the assignments to me if you are using Word and Excel.

## Section One: Design an Invitation (Use Word or Google Docs)

Make an invitation to hand out to the people who will be invited to this party. It should include the following:

- Date
- Time
- Location
- Food
- Phone Number
- What to Bring

Your invitation should have a theme that relates to your party. You have the freedom to decide where this party will be located. It can be at a house or in outer space, but it needs to be school appropriate!!!

Please make sure you design this invitation using:

- Color
- Clip Art (if using Word)
- Shapes (if using Word)
- Borders (if using Word)
- Bullet Points
- Check Spelling and Grammar



## Section Two: Planner's List (Use Excel or Google Sheets)

You are in charge of every aspect of this party. Therefore, like every good planner, it is required that you begin planning. You will have to create several different sections using Excel or Google Sheets. These sections include, but are not limited to:

- **Guest List** - Make a list of at least **20 people** to invite to this party. Feel free to invite people you know, celebrities, or make up funny names.
- **Food List with Prices** - You need to create a list along with prices of what you will serve at your party. Yes!!!! You will have to go shopping on-line to price these items. Example: cake, food, pop (needs to be school appropriate!), etc. You should include at least **10 items**.
- **Event List** - Every good party host should have an idea of what guest will do. Include at least **seven** different ideas for things you could do.