

Party Planning Project

You are the head of your party planning committee and must organize the next big event. In order to get everything you want, you must present your idea to the head of your department (Ms. Cafarchio). Your job is to create a proposal for this party: Why you are having it, how many people are invited? (this will affect how much you have to order!) what materials you need, and the price breakdown.

This can be any party of your choice: a school dance, a fantasy sport draft, your sweet 16, etc. Your budget is 3,000 dollars.

You Must Hand in 3 Things:

1. A List of Supplies (PAGES)

- Brainstorm a list of things that you want at your party
Glow sticks? A DJ? Food/drinks? Decorations?? A bounce castle??
- Use the internet to find REAL ITEMS with PRICES for your party supplies.
- *Paste the link to the website in your pages document.*
- *Save it "LastName_Supplies" to your party planning folder in your home drive*

2. Price Information (NUMBERS)

- Create a Numbers document where you list your price breakdowns
- You must have a title and at least one picture added.
- *Save it "LastName_PricInfo" to your party planning folder in your home drive*
- You must include the following info:

Item/ Description	Individual Price	Amount Needed	Total Price
Assorted Glow Sticks (box of 50)	\$10.00	3	\$30.00
Bounce Castle	200.00	2	400.00

3. Proposal Letter (PAGES)

- Use a letter template in pages to write a formal letter to me
- Describe the party. Why are you having it. Who is invited? How much did you spend?
- *Save it "LastName_Letter" to your party planning folder in your home drive*

You must submit these 3 documents to Ms. Cafarchio to get your party approved.
Save all these documents in your **"Party Planning"** folder