**Planning a Party**

You have just received your report card and have receive some very pleasing grades, so you parents have decided to reward you by letting you have a party. Your parents are being very generous and are giving you $2000 for the party and said anything you don’t spend you can keep.

**Task:**

Create a written report covering the following;

**Venue**

You need to hire a venue (hire a hall) as you are not allowed to host it at your house as your house will be too small. To make a good decision you need to compare the price of two different venue options making sure the venues are big enough.

**Guests**

The number of guests will depend on the size of your venue and who you want to invite. You do not need names, but you will need a number that works with the venue and budget.

**Catering**

You will need to provide food and drink (soft drinks only) for your guests otherwise they will get hungry and leave your party early. Make sure you have enough food and drink for everyone. You will need to work out the cost per person and include this in your budgeting.

**Decorations**

You will need to buy decorations for the event. List the decorations and their costs

**Entertainment**

To prevent the party from being lame, you are required to provide entertainment. This could be in the form of games, competitions, movies, live music or whatever you kids call fun these days. Make sure you list the activity costs and time needed.

**Running schedule**

List a running schedule of the night’s entertainment and activities. Create a table providing the start and end times for each of the planned events (when food comes out, when entertainment starts etc.). Make sure you include both the 12 hour and 24-hour time and the length of time each activity goes for. Make sure your end time works with the venue!

**Budget**

Complete the table attached listing all the expenses for your party, make sure you are within the budget of $2000

**Budget**

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| --- | --- | --- | --- |
| **Item** | **Rate** | **Quantity** | **Cost** |
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Total Cost:\_\_\_\_\_\_\_\_\_\_\_\_