



**Let's have
a Party**



Let's have a Party

Starter

- Think of a party you have attended.
- Using your 5 senses, describe the party to your talk partner.
- What did you:
 - see?
 - hear?
 - taste?
 - smell?
 - touch?



Let's have a Party

Scenario – Party Planner

- You have opened a business as a Party Planner for primary school aged children. Your first job is to plan a party for your class. You must plan the best party and present your ideas to the rest of the class, to vote on which party they would like to attend.
- You will be given a budget for the party and you must remain within this budget.
- Your first task as a team is to decide what your business name is.



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Your Brief

- You have been given a set budget for the party. You are going to plan a party for your class.
- The requirements for the party are:
 - You will need to decide on a venue, date, times and theme (if any) for the party
 - You are to cater for everyone in your class who wants to attend
 - Every guest is fed adequately with party food that does not need cooking or heating up.
 - There must be a least one form of entertainment.
 - People must be made aware of the party and persuaded to attend through invitations and advertising
- Within your business you will have to make some decisions together and then divide some of the tasks up so that everyone takes responsibility for one aspect of the party including: food and drink, entertainment, decorations and advertising.





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LO: We can plan and estimate costs for our initial ideas and allocate jobs within our business.



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You will need to decide...

- Where will the party be held at?
- How many will be attending the party?
- What date will the party be on?
- What time will the party start and end?
- Will the party have a theme?
- What food and drink will you have at the party?
- What entertainment will be at the party?
- Will everyone leave with a party gift?
- How will you promote the party?

Your teacher will give you the budget for your party.

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Party Planning

- Working in your businesses.
- You will have been given a Party Planning Activity Sheet.
- Through discussion with your group fill the information in on your sheet.
- It is up to you how you organise your business and who does what job.
- You are at this stage estimating your costs.

LilDORE! Party Planning Name: _____

Initial Ideas	Estimated Cost	Who will be Responsible?
What is your budget?	£	All
How many will be attending the party?		All
Will the party have a theme? If yes, what?		All
What date will the party be on?		All
What time will the party start and end?		All
Where will the party be held at? Will there be a cost to hire the venue?	Start: _____ End: _____	All
How are you going to book your venue?	£	All
What decorations will you require?	£	All
This should include plates, cups and cutlery	£	Person 1
What food and drink will you have at the party?	£	Person 2
What entertainment will be at the party?		Person 3
Will everyone leave with a party gift? If yes, what is it?	£	Person 4
How will you promote the party, including invitations and advertising?	£	
ESTIMATED TOTAL COST		£



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LO: I can research and cost the components required for our party that I am responsible for.



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Individual Jobs

- You will now all have decided what is your individual job in your business and what you are responsible for.
- Collect the research sheet that is applicable to your job.
- You should use the internet to find out information required and costs.
- You will need to use your mathematical functions to work out your costs.
- Remember – you must stay within budget you have estimated for you responsibility.
- You may find once you start getting actual costs that you may need to have a de-brief with the rest of your business to amend budget costs – some of you may have been given too much and some not enough.
- You may need to re-think and ad-just your allocated money!



The image shows a stack of five research sheets, each with a header, a form for business and person responsible information, and a list of items included in the research. The sheets are:

- Party Venue, Date, Time and Theme Research**
Business Name: _____
- Party Entertainment and Party Bags Research**
Business Name: _____ Person Responsible: _____
This includes any entertainment, party bags and inserts (if any)
- Party Decorations Research**
Business Name: _____ Person Responsible: _____
This includes 3 x decorations + plates, cups, cutlery and serviettes
- Party Food and Drink Research**
Business Name: _____ Person Responsible: _____
This includes 5 x savoury items, 2 x dessert items and 2 x drink items
- Promoting the Party Research**
Business Name: _____ Person Responsible: _____
This includes advertising and invitations

The bottom sheet features a colorful illustration of balloons in shades of purple, yellow, pink, and green, tied together with a white ribbon, and a small yellow starburst.

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LO: We can draw our ideas together to input information for our final party planning.



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Party Planning

- Working in your businesses, you will now need to bring all of your information together.
- You will complete the details of your party.
- Each person of the person will input the information they researched so as to complete the Final Costings Activity Sheet.
- Work through each line on the Final Costings Activity Sheet and fill in the information.

Final Costings

Budget: £

Business Name:

Item	Place	Quantity	Total Cost
Party Venue			
Entertainment, including party bags (if any)			
1.			£
2.			£
3.			£
4.			£
Decorations, including tables			
1.			£
2.			£
3.			£
4.			£
Food Savory – up to 5 items			
1.			£
2.			£
3.			£
4.			£
5.			£
Food Desert – up to 2 items			
1.			£
2.			£
Drink			
1.			£
2.			£
Promotion, including invitations			
1.			£
2.			£
			£
Total Cost			£

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LO: We can 'pitch' our party ideas to the rest of the class.



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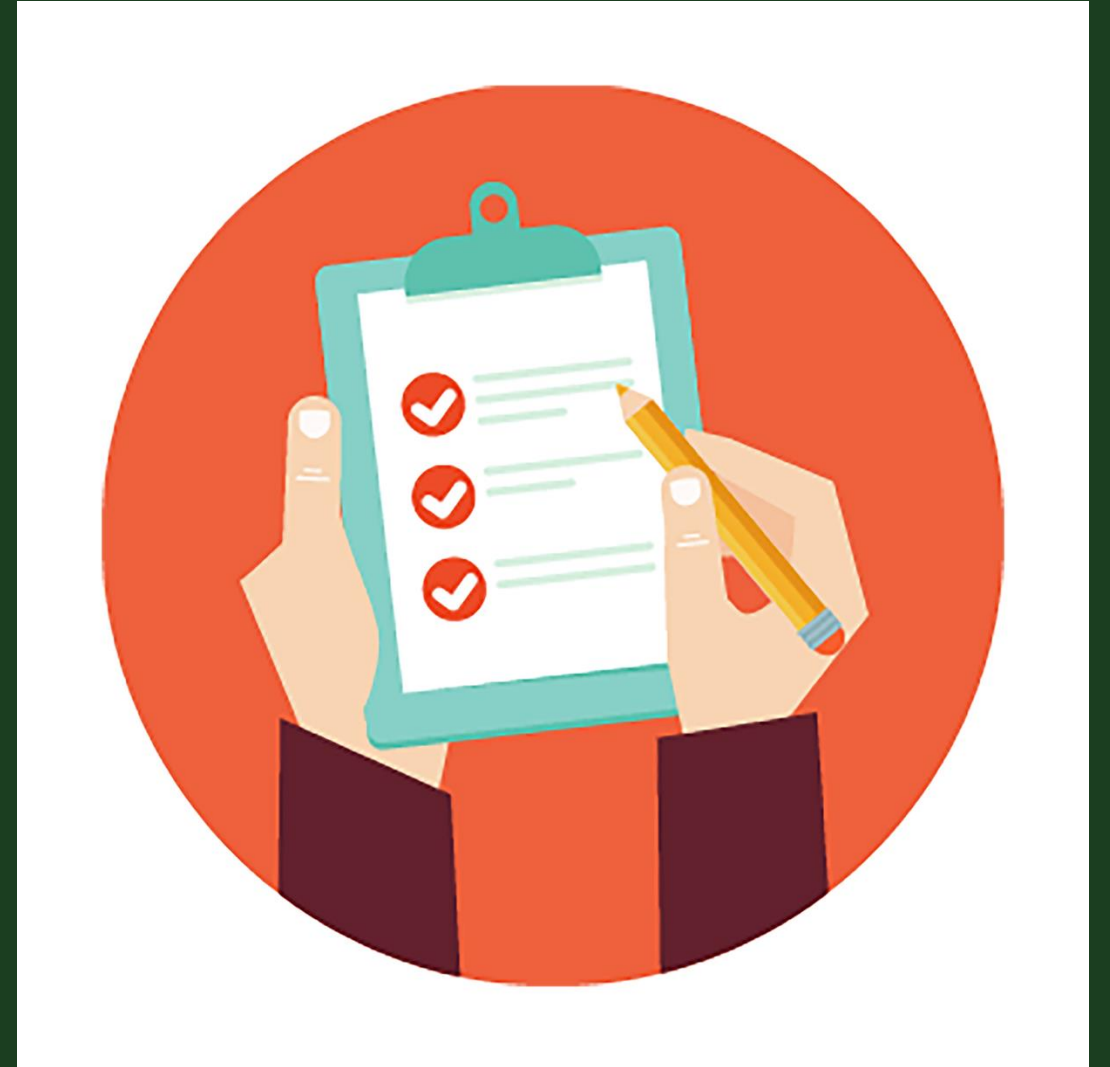
Party Planning 'Pitch'

- Working in your businesses.
- You will need to 'pitch' (present) your idea to the rest of the class.
- How you complete this is entirely up to you in your business.
- All businesses will present their party idea to the class who will then vote on the best idea.
- Remember – the way that you present your idea to the rest of the class is as important as the information that you include in it.



Let's have a Party

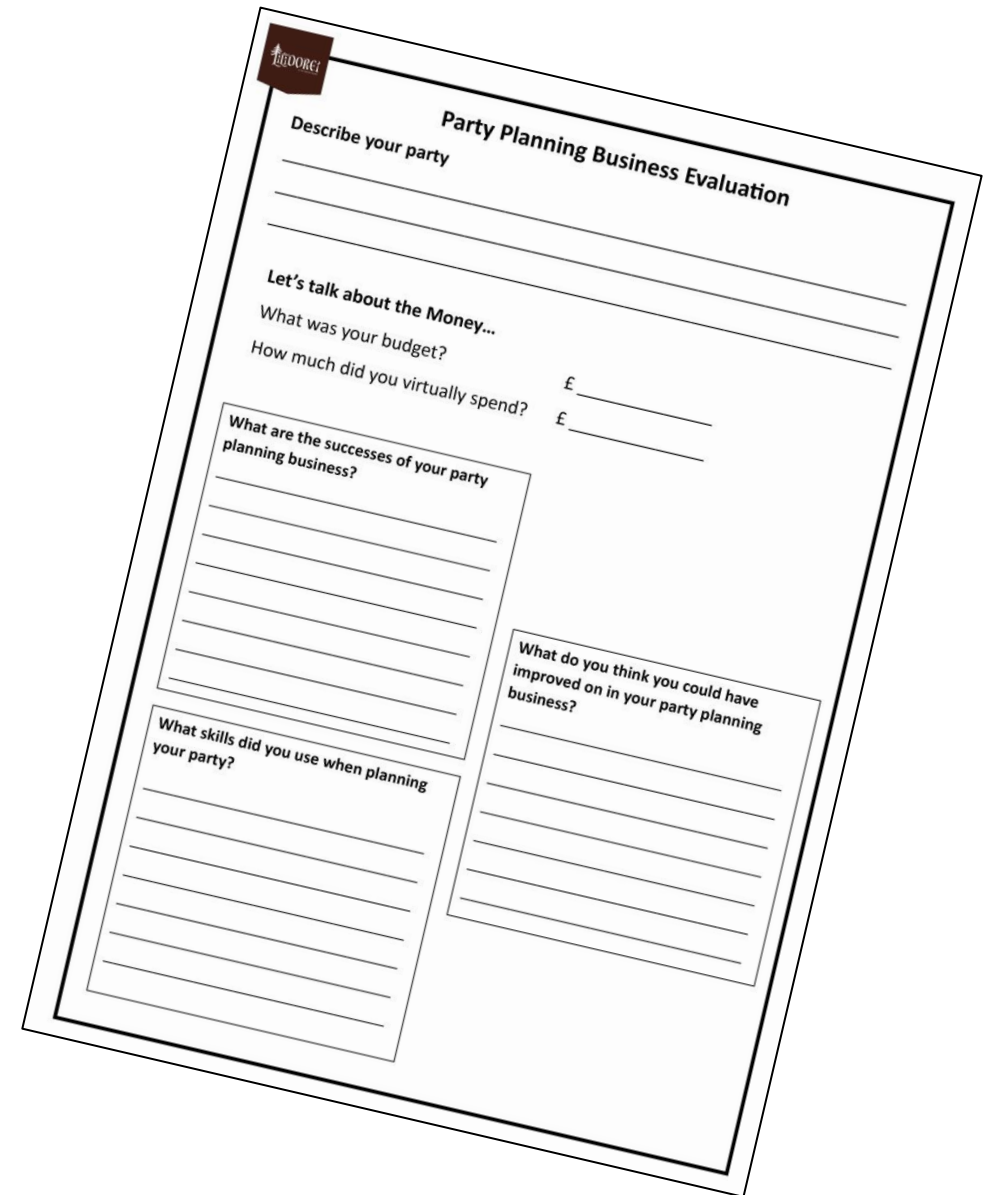
LO: We can evaluate the success of our business.



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Party Planning Evaluation

- Reflect on the party you planned in your business, including your 'pitch' to the rest of the class.
- What did you do well?
- What would you do differently if you were to complete this activity again?
- What skills did you gain from this piece of work?



Party Planning Business Evaluation

Describe your party

Let's talk about the Money...

What was your budget? £ _____

How much did you virtually spend? £ _____

What are the successes of your party planning business?

What skills did you use when planning your party?

What do you think you could have improved on in your party planning business?