# Party planning

You are going to plan a party for your upcoming 18th birthday. (You may use someone else’s birthday or event if you prefer).

### Setting the date

1. Using a blank calendar, mark in:
	* your birthday
	* the date you will have your party
	* the date you will send out the invitations
	* the date you will purchase the necessary food
	* the date you will purchase decorations
	* any other activities you feel are necessary
2. Write a sentence to explain why you have chosen each of the dates above.

### On the day

1. Plan what you will need to do on the day of the party. What time will you perform each task and how long will each task take?
	* Putting up decorations
	* Cleaning
	* Cooking/heating up food
	* Getting dressed
	* Other activities

Extension: You may like to investigate Gantt charts to help with your planning. More information is available at [How to draw a Gantt chart](https://www.youtube.com/watch?v=NcOmJSrXYoQ)

### Budgeting

How much will your party cost?

Consider how many guests you will have and how much food you will need to buy. Also, consider the cost of decorations, party invitations and venue hire.

Work out an overall cost for your party and a price per person.