

Apple Slide

One Serving of Learning

Be A Party Planner

Procedure

The holidays are the time when many families and organizations plan parties. Pretend that you have been put in charge of organizing a get-together in your home for your family and friends and create a plan to accomplish that task. Either a computer-generated spreadsheet or a spiral notebook may be used to store your data.

1. One month before, make up a list of who will be invited to the party. Create a chart that lists a home and e-mail address and a telephone number for each invitee. Total the number and place on your planning sheet.
2. Consult your calendar to choose a day for the party. Be sure that it does not conflict with any other major events that you know your potential guests might attend. Check your newspaper's calendar and family and school calendars for such events. Cross out those days as not available. Write your selected date on the top of your planning sheet.
3. Once your date has been selected, determine what you can spend on the event. Ask friends and relatives how much they have spent on gatherings for groups of this size and list what they have provided in terms of food, drink, games, decorations etc., for the money invested. Decide on the maximum amount that you will spend and write that on your planning sheet next to the number of guests and the selected date.
4. Select a theme and a menu.
5. Look through local daily, weekly and "shopper" newspapers to find coupons or special discounts offered by merchants in your community for party services and supplies. Clip all that you find and be sure that this information includes complete contact information and expiration date of the offer or coupon. If you need to call the vendor for more information, or visit the Web site, stick a post-it note on the coupon/offer with your questions.
6. Create a list of all the supplies that will be needed for the party: invitations, food and drink, dishes, utensils, napkins, decorations and (if desired) games and prizes. Next to each supply write the amount that will be needed if all the invited guests attend. Watch your newspaper for articles on holiday parties and recipes. These may

Time Required:
Ongoing

Objective: Students will:
Apply mathematical, communication and organizational skills to "plan" a holiday party. Use a variety of newspapers and supporting resources to obtain information to implement the plan.



give you menu ideas and information on the amount of food and drink to purchase for groups of different sizes. If not, consult the Internet or the people at your local deli, meat market, bakery or grocery store for help.

7. Create your own invitations by writing the party information as a news story in a newspaper type (like Courier). Print them out and mail or e-mail to invitees. Don't forget to include an RSVP date that should be no less than two weeks before the event.

8. Consult newspaper grocery and party-store ads for the best prices on party supplies. Pull out the coupons that you have already clipped to see if you can reduce the prices even further. Calculate the amount of money needed for each of the party ingredients and then total. Compare this amount to the maximum amount that you budgeted in #3. If you are over budget, consider eliminating or reducing games, prizes or decorations until you reach your target amount. If fewer guests indicate that they will be attending, you may be able to add those items back in at a later time.



9. Keep a separate list of family and friends who have offered to help. Assign one specific task or the procurement of one certain item to each person. One week before the event, confirm that they will indeed be able to complete their assignment. If helpers can provide some goods or services that you had previously budgeted, you may be able to save that money and use it instead on something else.

10. Two weeks before the event, call everyone who has not already responded to your invitation and determine the total number of guests who will be attending.

11. After you have a firm guest count, make up your calendar, listing all the tasks that you must accomplish in the days that remain. An additional calendar is needed for the 24 hours before the party to plan your setup, decorating and purchase or preparation of food items. (Word to the wise: Do not use any new recipes before testing them.) Plan to be ready at least one hour before the event is scheduled to begin.

12. Don't forget to allow time in your schedule for getting yourself ready!

13. After the event, consider taking out a classified ad in your newspaper thanking everyone for coming.

14. Have fun!

National Learning Standards Addressed: Language Arts #1 Reading of a wide range of print and nonprint texts ... to acquire new information... to respond to the needs and demands of society... #4 Adjustment of the use of spoken, written and visual language ... to communicate effectively with a variety of audiences. #12 Use of spoken, visual and written language to accomplish their own purposes (e.g. for learning, enjoyment, persuasion and the exchange of information). (National Council of Teachers of English/International Reading Association List of Standards for the English Language Arts, 1996.) Math #1 Numbers and Operations. #4 Measurement. #9 Connections. (Principles and Standards for School Mathematics, National Council of Teachers of Mathematics, Discussion Draft, 1998.)