



Plan a Christmas party for your school

Level: Year 9 and 10

Your school has decided to hold a Christmas party at the end of year and you have been selected to go on the committee to organise it. The Principal wants to know about the plan for the Christmas party so you need to prepare and present the plan.

There are a few things you need to prepare for the budget.

- ★ Tickets will be sold for the event and the price hasn't been decided yet. You need to work out how much tickets will cost and how many tickets you need to sell to cover your costs.
- ★ You can sell some food or other fun items during the party - how much will these cost?
- ★ The party will be held in the school hall, so there's no cost for hiring a venue.
- ★ The party will be for three hours.

Instructions

- 1 Using the Event planner, write a list of what you need for the party. Include food and drinks, decorations, items to sell and anything else you need to hire. Check your list and see if there's anything you missed or anything you think that is not necessary.
- 2 Find out how much each item costs and fill in the planner. Compare the price from different online shops to find the best options. For items you plan to hire, find their hourly/daily rate and the total cost. Add up all these costs.
- 3 Using the total cost, work out how much you need to charge for each ticket. You will need to know how many people can fit in the venue so you know how many tickets you can sell. Estimate how many people need to attend to cover your costs.
- 4 Remember if you don't sell enough tickets to cover your costs, you will make a loss. What is the back-up plan if you don't sell enough tickets to cover the costs?
- 5 Present your plan to the Principal. Make sure all your planning detail is in the presentation.