

Help Guide for Planning a Party



You will need to think about

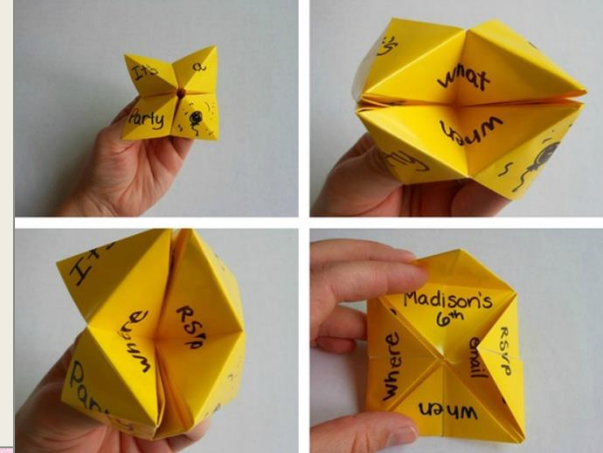
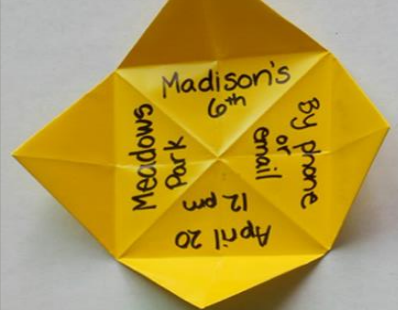
1. **Who:** _____ [Who is the party for]
2. **Who:** _____ [Who are you inviting? Will they all get on?]
3. **When:** _____ [Date *and* the time – starting/finishing]
4. **Where:** _____ [the ‘venue’ – where the party is happening]
5. **Invite + RSVP:** _____ [Telling people about the party /finding out if they’re coming]
6. **What is being celebrated:** Is it a birthday, anniversary, religious celebration, just a fun celebration
7. **Extra Information:** _____
[Fancy dress or themed clothing?
Do they need to bring anything?]



See below for **example**
party invitations



Remember: Take time to discuss your ideas with others, spot and solve any problems and agree a budget (£)



Be creative with the party invitations

People will be excited and won't want to miss out!

Dear _____
 You're invited to celebrate the birthday of _____

Date _____

Time _____

Place _____

R.S.V.P. _____

SURPRISE!

JOIN US FOR A 25TH Anniversary Celebration

IN HONOR OF Edward & Mackenzie Jameson

SATURDAY, NOVEMBER 23RD • 8:00 PM

FANCY PARTY PLACE
 1234 S. MAIN STREET
 ANYTOWN, PA 19000

RSVP by November 18th to Stacey Davidson
 555.555.1234 or email@email.com

The happy couple will arrive at 8:30pm, so please don't be late!



SUPERHERO

MATTHEW

invites you to have a super fun time at his 5th birthday party

Friday, July 24th from 2:00 pm-4:00 pm
 Matt's house, 820 Georgia Court

RSVP by July 20th to Mary at 553.555.5902





Research: Have fun thinking about how you could decorate your party to make it look really cool!
 What food would you have?



Keeping tight control on your budget is really important. You will need to buy or make decorations , food, hiring anything e.g. a DJ., magician, big gazebo, bouncy castle, chocolate fountain. Agree an amount and then stick to it!

Item [What you need to buy/hire]	How Many	Cost [How much]	Order/Bought	Arrived
Agreed Budget: £	Total Cost	£		