ORGANIZING AN EVENT - GROUP PROJECT

It is April 15th and your group is in charge of planning your Senior Prom at a venue of your choosing in downtown Seattle. Prom will be on May 15th, which is a Saturday night. Dinner and dessert must be included for your anticipated 550 guests. You can have dinner catered from an outside business. Your prom ticket sales ***MUST*** cover all of your expenses for the event. Organize a plan to pull off this event.

Your group will need to make a one-month calendar, a cost/budgetary breakdown of all items, resources used (websites, etc), and a list of anticipated issues or hang-ups in order to show how you will most reasonably plan for the night.

Agenda Items:

· Brainstorm everything your group needs to do (hire catering, find venue, recruit chaperones, etc) and make a list. Divide responsibilities on that list among your group members.

· Make a schedule to sell tickets

· Hire 3 forms of entertainment (DJ, games, etc)

· Rent a venue, hire catering company

· Purchase decorations (put all items in a cart on Amazon)

· Figure out total cost and decide on what ticket prices should be.

· All expenses need to be accounted for!

POSTER EXAMPLE

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