Halloween Party Planner

Sometimes floral designers are also party planners and/or have to work hand in hand with planners. Today you are to get with \_\_\_\_\_\_ number of people and plan a Halloween party. Starting tomorrow you will have 2 days to plan all the aspects of the party…. Your clients want the party to quite festive. Put together a powerpoint presentation including everything that you will need for the party & where do you need to go to get the supplies for this activity. Timeline of activities are needed

Name of Party…………………………………………5 \_\_\_\_\_\_\_

Invitations……………………………………………5 \_\_\_\_\_\_\_

Food………………………………………………..5 \_\_\_\_\_\_\_

Decorations…………………………………………..10 \_\_\_\_\_\_\_

Prizes………………………………………………5 \_\_\_\_\_\_\_

Supplies……………………………………………...5 \_\_\_\_\_\_\_

Games/Activities……………………………………….5 \_\_\_\_\_\_\_

Floral Arrangements………………………………….…15 \_\_\_\_\_\_\_

Timeline of Events………………………………………5 \_\_\_\_\_\_\_

Budget…………………………………………….20 \_\_\_\_\_\_\_

School Appropriate………………………………….….15 \_\_\_\_\_\_\_

Creativity……………………………………………5 \_\_\_\_\_\_\_

The party will be from 4-7pm

Adults and children (2 and up)

Outdoor activities are fine

Food, drinks, and games (which means you need to make a list of items that you need when you go to the store)

Centerpieces and attracted eye catchers to match (what are they- how much do they cost)

Budget of $200

The party will be from 6-9

Adults

Food, drinks & Games(which means you need to make a list of items that you need when you go to the store)

Centerpieces and table decorations needed( What are they and how much do they cost)

Budget of $400

The party will be from 7-10

Adults and Older children (15- Up)

Indoor & Outdoor activities

Food, drinks, and games (which means you need to make a list of items that you need when you go to the store)

Centerpieces and attracted eye catchers to match (what are they- how much do they cost)

Budget of $400