Project: Party Planner Pro!

Overview: Over one week, you will become a professional event planner. Your mission is to design, budget, and prepare for a real birthday party for a family member or friend. This project will test your creativity, financial skills, and organizational abilities in a fun, hands-on way.

Materials Needed:

- **General Supplies:**
    - Computer or tablet with internet access
    - Access to a printer (optional)
    - A binder or digital folder to create a "Party Portfolio"
    - Notebook or whiteboard for brainstorming
    - Calculator (or phone/computer app)
    - Speech-to-text and text-to-speech software (e.g., built-in OS tools, Google Docs voice typing)
    - Mind mapping software (e.g., Coggle, MindMeister free versions) or large paper/poster board
- **Project-Specific Supplies (to be determined by student's plan):**
    - Craft supplies for DIY decorations (e.g., construction paper, balloons, string, tape, paint)
    - Gift wrapping supplies (paper, tape, ribbon, gift bag)
    - Ingredients for planned snacks
    - Supplies for chosen games
    - A predetermined budget in cash or on a debit card

Daily Lesson Plan

Day 1: The Vision & The Budget

Subject Integration: English Language Arts (Communication, Brainstorming), Math (Financial Literacy), Life Skills (Planning)

Task 1: The Client Brief (30 mins)

Your first step is to understand your "client." Choose the family member whose birthday you'll celebrate. Conduct a short, informal interview with them (or with another family member if it's a surprise). Your goal is to gather information.

- **Questions to Ask:** What are your favorite colors? What kind of music do you like? What are your favorite snacks or flavors (sweet, salty)? What do you like to do for fun? A perfect, relaxing day would include...

Dyslexia/Dysgraphia Support: Record the interview on a phone or use a mind map to jot down key words and ideas instead of writing full sentences. Focus on listening and capturing the essence of their preferences.

Task 2: Theme Brainstorm (45 mins)

Based on the interview, brainstorm 3-5 potential party themes. A theme can be simple like "Blue & Silver" or more complex like "Favorite Movie Marathon." Create a mind map for each theme, branching out with ideas for decorations, food, and activities that fit.

Dyslexia/Dysgraphia Support: Use a digital mind mapping tool that allows you to add images and links. This makes it visual and reduces the need for writing. Verbally discuss the pros and cons of each theme with your parent/teacher.

Task 3: Setting the Budget (45 mins)

The most important part of any event is the budget! Let's say your total budget is $100 (adjust as needed). Create a simple budget spreadsheet (using Google Sheets or Excel) with the following categories:

- Food & Drink
- Decorations
- Games/Activities
- Gift
- Contingency (a small amount, maybe 10%, for unexpected costs)

Allocate a specific amount of money to each category. Remember, these are estimates for now. You will track actual spending later.

Dyslexia/Dysgraphia Support: Use a pre-made spreadsheet template. Use the SUM formula to do the math for you. Color-code the categories to make the information easier to process visually.

Day 2: The Menu & The Schedule

Subject Integration: Science (Nutrition, Chemistry of Cooking), Health (Food Allergies), Math (Measurement), Life Skills (Time Management)

Task 1: Menu Planning (60 mins)

Based on your theme and budget, plan the party menu. Aim for 2-3 snacks and one drink. Research recipes online. Consider the following:

- **Science/Health:** Are there any food allergies to consider? Is it balanced (e.g., something salty, something sweet, something healthy)?
- **Math:** How much of each ingredient will you need? (e.g., if a recipe serves 4 but you have 8 guests, you'll need to double it).
- **Budget:** Estimate the cost of ingredients. Do they fit within your "Food & Drink" budget?

Dyslexia/Dysgraphia Support: Use recipe websites with videos (like Tasty or Allrecipes) to understand the steps. Use a speech-to-text tool to dictate your grocery list into a notes app on your phone.

Task 2: Create a Party Day Schedule (60 mins)

A good party runs on a good schedule. Plan the party day from start to finish. This is called "backwards planning." If the party starts at 2:00 PM, what needs to happen before that? Create a timeline.

Example Timeline:

- 10:00 AM: Bake the cake/cookies.
- 12:00 PM: Set up decorations.
- 1:00 PM: Prepare no-bake snacks and drinks.
- 1:30 PM: Set out games and music.
- 2:00 PM: Guests Arrive!

- 4:00 PM: Party Ends.

Dyslexia/Dysgraphia Support: Use a visual timeline creator online (like Canva) or draw it on a whiteboard with markers. Use icons or simple drawings next to each task instead of just words.

Day 3: The Fun & The Ambiance

Subject Integration: Art (Design), Drama (Performance/Games), Engineering (Construction/DIY)

Task 1: Game Plan (45 mins)

Plan two games or activities for the party. They should fit the theme and be fun for the guests. One could be a classic board game, and the other could be something more active or creative.

Challenge: Design one simple game from scratch. It could be a trivia game about the birthday person or a "minute to win it" challenge using household items.

Dyslexia/Dysgraphia Support: Instead of writing out the rules, create a short "how-to" video on your phone explaining how to play the game you invented. This is a great way to practice clear communication.

Task 2: DIY Decoration Station (75 mins)

This is where your creativity shines! Using the materials you have and staying within your "Decorations" budget, create at least one significant piece of DIY decor. This could be a personalized banner, table centerpieces, or themed photo booth props.

Engineering Connection: Think about how to construct your decoration. How will the banner hang? How can you make the centerpiece stable? This is hands-on problem-solving.

Dyslexia/Dysgraphia Support: This task is perfect as it is kinesthetic and visual. Focus on the process, not a perfect outcome. Take pictures of your creations for your Party Portfolio.

Day 4: The Details & The Prep

Subject Integration: English Language Arts (Writing/Communication), Life Skills (Organization, Shopping)

Task 1: Invitations & Shopping List (60 mins)

Design a simple invitation. You can use a free online tool like Canva or Evite. The invitation should clearly state the Who, What, When, Where, and Why of the party. Since this is a family party, you can just present the invitation to them directly.

Next, finalize your master shopping list. Combine your ingredient list and your supplies list. Organize it by store section (e.g., Produce, Dairy, Craft Supplies) to make shopping efficient.

Dyslexia/Dysgraphia Support: Canva templates are highly visual and require minimal typing. For the shopping list, use a checklist app on a phone that allows you to tick items off as you go. Dictate the list using voice-to-text.

Task 2: Go Shopping & Track Expenses (60 mins)

Time for a field trip! Take your list and budget to the store. As you shop, keep all receipts. Your goal is to stay within your budget. If one item is more expensive than planned, you may need to adjust elsewhere.

When you get home, update your budget spreadsheet with the *actual* amounts you spent. How close were your estimates?

Dyslexia/Dysgraphia Support: Use the calculator on your phone to keep a running total as you shop. This reduces the mental load of tracking costs.

Day 5: The Final Touches & Presentation

Subject Integration: Art (Aesthetics), Math (Geometry), Public Speaking

Task 1: The Art of Gift Wrapping (45 mins)

Wrapping a present is a skill that combines geometry and art. Practice your wrapping skills. Watch a tutorial video on a few different techniques (e.g., the standard wrap, how to make a bow).

Geometry Connection: Notice how you are measuring paper, folding at right angles, and working with the surface area of a 3D object.

Dyslexia/Dysgraphia Support: This is a hands-on, visual-spatial task. Don't worry about perfection. Using a gift bag with tissue paper is also a fantastic and stylish option that requires less fine-motor precision.

Task 2: Assemble Your Party Portfolio & Present (60 mins)

Organize all your work from the week into your "Party Portfolio" (a binder or a digital presentation like a Google Slides deck). It should include:

- The client interview notes/mind map.
- The final theme and vision board.
- The final budget spreadsheet (with estimates and actuals).
- The menu and recipes.
- The party day schedule/timeline.
- Photos of your DIY decorations and wrapped gift.

Give a 5-10 minute verbal presentation of your party plan. Walk through the portfolio and explain your choices. This is your chance to show off all your hard work and planning!

Dyslexia/Dysgraphia Support: The presentation is verbal, not written. Use your portfolio as a visual aid. You can use cue cards with a few key words or images to guide you. The focus is on communicating your plan, not on perfect grammar or spelling.

Project Assessment Rubric

This project is assessed on the process and completion, not perfection.

- **Planning & Organization (40%):** Was a clear plan created? Does the portfolio contain all the

required elements (budget, schedule, menu, etc.)?
- **Budget Management (30%):** Was a budget created and tracked? Were efforts made to stay within the budget?
- **Creativity & Resourcefulness (20%):** Were the theme, decorations, and activities creative and personalized for the "client"? Was there a good use of DIY elements?
- **Presentation & Reflection (10%):** Was the final plan presented clearly? Can you talk about what went well and what you might do differently next time?