

Group Project

Your group has been selected to plan and host the Christmas party for your office. You will be planning an event for 50 people. You have a \$2,200 dollar budget. You need to complete the following tasks:

- Create an invitation for the event that can be emailed to all employees
- Create a menu and food budget that lists prices for necessary items
- Rent a building to host the event
- Book entertainment
- Select door prizes for the night and decide how the door prizes will be given out
- A PowerPoint must be completed explaining all aspects of the party. These presentations will be given in front of the classroom. (You will need to select a person or persons to create the PowerPoint and a person or persons to present the PowerPoint.)

Your first task should be selecting a leader to manage your group. (Select this person wisely as he/she must be capable of leading your group.) Then assign each group member tasks that you believe he/she is capable of completing—do think personalities and abilities here. Once you have chunked the project for your group, your leader is responsible for ensuring that each person adequately completes his/her task. Therefore you must schedule a time when each group member presents his/her findings to the leader BEFORE the entire presentation is made to the classroom.

Fill out the chart below to chunk your task.

Task	Person or Persons Responsible	Date to present to leader
Group Leader		
Invitation		
Menu and Food budget		
Building		
Entertainment		
Door Prizes		
PowerPoint		
Presenters		

The project is due Thursday, February 12.