

Party Invitation

You're planning a party and you need to create invitations and invite people to your event. Think about what type of party you'd like to plan, such as a birthday party, holiday party, or other special occasion event.

1. Consider the following aspects as you plan the event.
2. Once you have planned your party, create a written invitation that includes all of these details.
3. Now verbally invite people in your class to your party. Describe the event and provide all the needed details so they can attend.

Logistics	Examples	Your Plan
Type of event	Birthday party, holiday party, school event, etc.	
Date and Time	When will the event take place?	
Location	Where will the event take place? Indoors at your home or school? Outdoors at a park?	
Directions	You will need to provide directions to the event. You can provide directions from a central location such as your school.	
Activities	What activities will happen at your event? Do people need to bring anything special for those activities? Example: food for a BBQ, swimsuit for swimming, music, etc.	
Contact Information	Include your contact information so people can RSVP and ask any questions before the event.	