Major Event Planning

**WEDDING / GRADUATION PARTY / FAMILY REUNION / BIRTHDAY PARTY**

**Directions:** This project will implement word processing, spreadsheet, database, and web design skills while you plan your event! This event will need to accommodate 100 people. Make sure you develop a theme (look, color, graphics) and that your theme is used in each task of the following task:

1. **Spreadsheet** – Setup a workbook to budget your event using EXCEL
2. Make sure that your workbook includes at last **two worksheets**.
3. Show me your skills! Make sure you include each of the following skills: merging, formulas (as many as you can), fill color, charts, word wrap, proper labeling of worksheet and charts, picture, and please add more.
4. If you need more ideas about what expenses you may have try the Internet. Below are some possible expenses you may have for your event: (example for wedding)
5. ceremony site, reception site, food, caterer, cake, music for the ceremony and reception, copy costs for invitations-programs, decorations, flowers, dress, tux, hair, party gifts, honeymoon, etc.