**Planning an Event**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Imagine you need to host a birthday party for a classmate. The party must happen somewhere in your school and use supplies from your classroom. Answer these questions to create a plan:

1. Who is having a birthday?
2. Where should the party take place?
3. When should the party happen?
4. What tasks need to be done to plan the party?
5. Who will do each task?
6. Who will be invited to the party?

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