WORKSHEET FOR PLANNING A RUSH PARTY

Central theme for Rush Season: ____________________________________________________________

Total number of parties: __________________________________________________________________

Kind of Parties: _________________________________________________________________________

Time period for completion: __________________________________________________________________

Party being planned: _____________________________________________________________________

1. INVITATIONS:
   a. Plan its design to carry out theme.
      __________________________________________________________
   b. Set date, time and place.
      __________________________________________________________
   c. State the purpose of party & what wearing apparel should be.
      __________________________________________________________
   d. Tell guest if she is to bring anyone or something.
      __________________________________________________________

2. PRE-PARTY PREPARATION (Plan who will be in charge of each below)
   a. Plan name tags to carry out theme.
      __________________________________________________________
   b. Plan any favors or decorations that may be needed.
      __________________________________________________________
   c. Plan any prizes, equipment or other materials needed for the program or entertainment.
      __________________________________________________________
   d. Set deadline for all of the above to be complete and on location.
      __________________________________________________________

3. PROGRAM OR ENTERTAINMENT
   Be specific: Guest speaker? Slide or video program? Name games to be played. Contest? Etc.
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

4. REFRESHMENTS
   Be specific: Who is to prepare them? Do all members bring something? Refreshments help carry out theme?
   __________________________________________________________

5. TOTAL COST EXPECTED
   a. Invitations and postage $ ____________________________
   b. Name tags _____________________________________________
   c. Favors or decorations ___________________________________
   d. Prizes, equipment, other material __________________________
   e. Program or entertainment expense __________________________
   f. Refreshments ___________________________________________