**Information sheet**

The school always books through the same event organisers. You must review the options below and make your selections for venue, food, entertainment and promotion. The school anticipates that 100 students will attend the event.

Venue choices

Boreham House £1,000

Marconi sports club £300

Sandon School Hall £50

Food choices (cost per person)

Three course cooked meal including table service £30

Burger and chips, self-service £15

Cold buffet £8

Promotion

Gold package £500

(Glossy ticket, invitation in post, 2m X 4m posters)

Silver package £200

(Glossy ticket, invitation via email, 1m X 2m posters)

Bronze package £100

(Paper ticket, invitation via email)

A 50% deposit will be required upon booking which needs to be made 12 months in advance. The remaining 50% will be due one month prior to the event. The school requires tickets to be available to purchase up to the day of the event.

**Business plan**

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| Names |  |

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| Venue details – where have you chosen and why |
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| Food choices – what food have you selected and why |
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| Promotion – how will you promote the event and why |
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| Costs – what are your costs and when are they due |
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| Income – what are you charging per ticket, when will you receive the money, what profit will be made |
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| Issues – what problems do you foresee with the event and what will be required to overcome them |
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