

Fall Festival Project for Computer Applications Class

Students are
prompted to
create documents
for a Fall Festival

Complete using
**Google,
Microsoft, or
Canva**

Easy to use!
Makes a
Great Assessment!

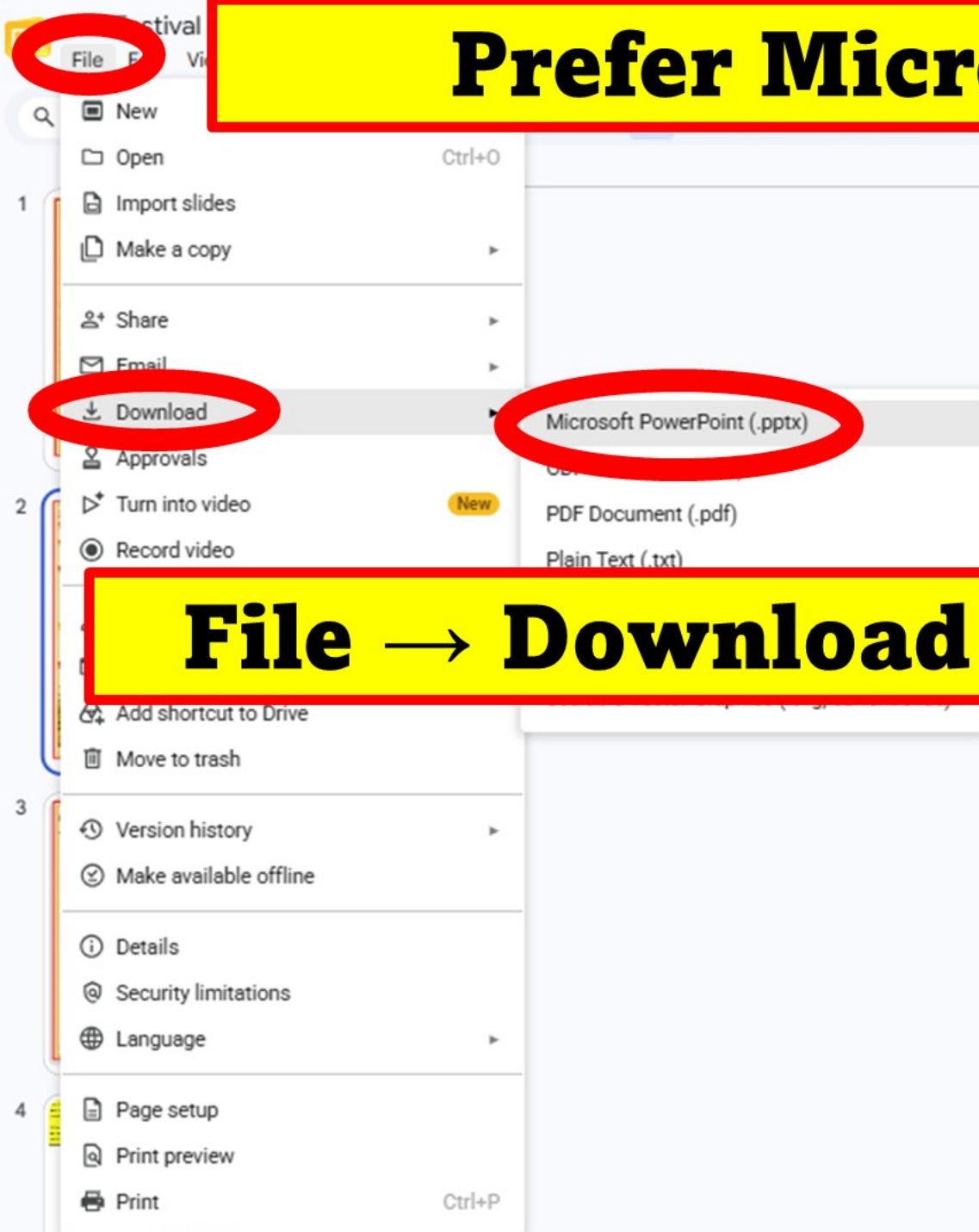
NO PREP!



**A REAL
WORLD PROJECT**

BUSINESS EDUCATION WITH *Denise Leigh*

Prefer Microsoft? Easily converts to .pptx!



File → Download → Microsoft PowerPoint (.pptx)

Create a Slide File for Your Fall Festival



Slide 1: Cover Page for Your Fall Festival

Create a cover page for your fall festival. Include the name of your business and the type of fall festival you will be hosting. Display your name as the entrepreneur. Decide what brand colors you will be using and use them throughout your slide file.



Slide 2: Attraction at Your Fall Festival

- Corn hole tournament
- Kids activities
- Hayrides
- Games
- Live music
- Photo opportunities
- Any other fall activities you would like to include

Present this information in an attractive and creative way.



Slide 3: Setting Up the Equipment

Shop online to find the location and equipment needed for your fall festival. Consider items such as tents, tables, chairs, hay bales, garden decorations, restrooms, lighting, sound system, booth, parking area, inflatables, or other festival equipment. Insert images of the equipment you plan to use. Keep your type of festival in mind as you decide what equipment you will need.



Slide 4: Supplying Your Fall Festival

Consider the activities and menu being offered. What supplies (consumables) might be needed for the first weekend of your festival? Search the web for items such as food, drinks, paper products, prizes, craft supplies, pumpkins, corn stalks, decorations, or other supplies. Insert a table on this slide listing all of the supplies needed and the prices.



Students can complete some portions of this project in Google Apps, Microsoft Office, or Canva!!!

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Create a cover page for your fall festival. Include the name of your business and the type of fall festival you will be hosting. Display your name as the entrepreneur. Decide what brand colors you will be using and use them throughout your slide file.

2 Slide 2: Attractions at Your Fall Festival
Create a slide that lists the attractions that will be at your fall festival. Include a variety of activities such as:

- Food vendors (food trucks)
- Craft vendors
- Corn hole tournament
- Kids activities
- Hayrides
- Pumpkin decorating
- Petting zoo
- Games
- Live music
- Photo opportunities
- Other activities you would like to include

Present this information in an attractive and creative way.

3 Slide 3: Setting Up Your Fall Festival
Consider the attractions and equipment needed for your fall festival. Consider items such as tents, tables, chairs, hay bales, games, decorations, restrooms, lighting, sound system, ticket booth, parking area, inflatables, or other festival equipment. List the types of equipment you plan to use. Keep your type of festival in mind as you decide what you need.

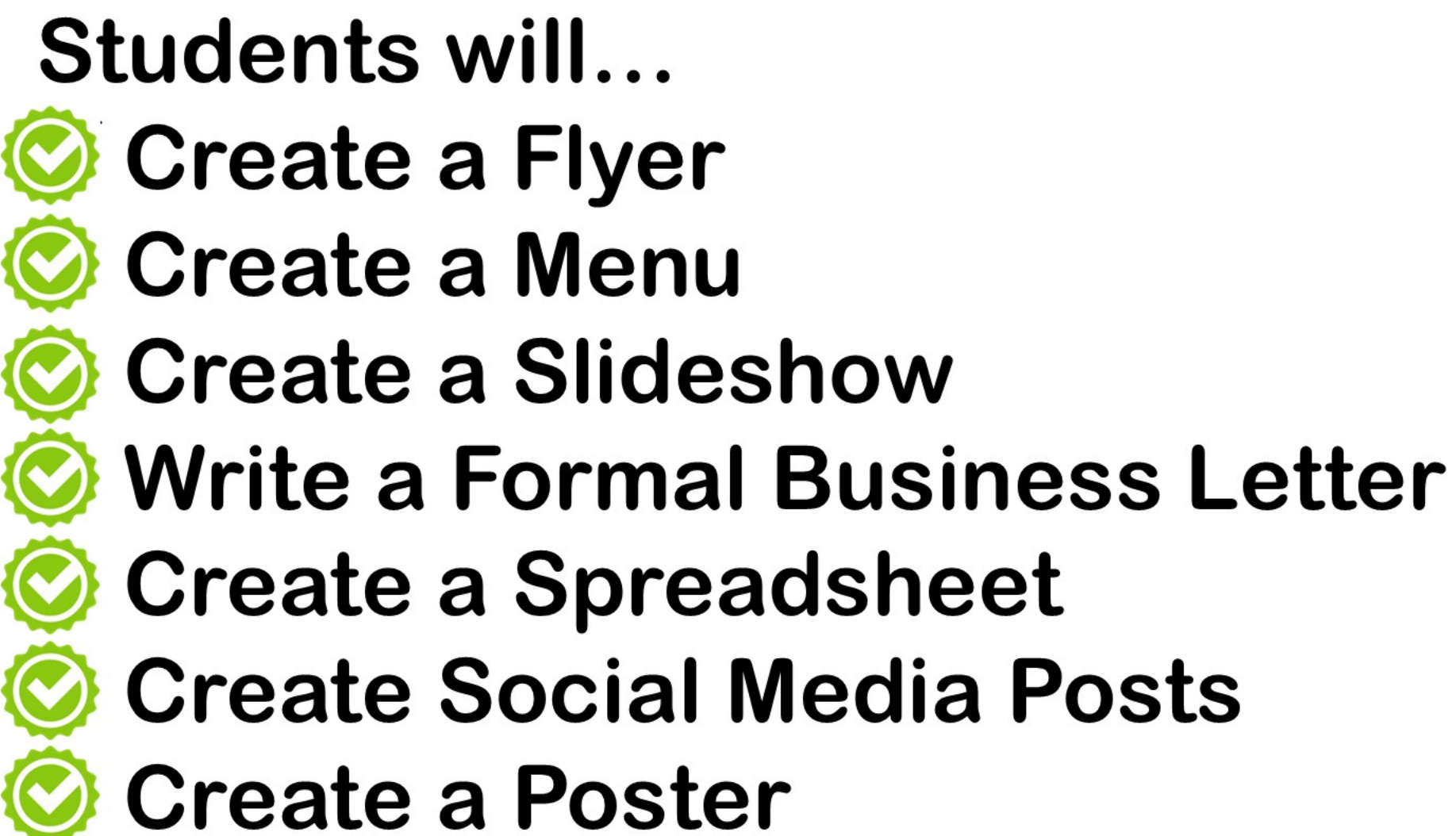
4 Slide 4: Supplying Your Fall Festival
Consider the activities and menu being offered. What supplies (consumables) might be needed for the first weekend of your festival? Search the web for items such as food, drinks, paper products, prizes, craft supplies, pumpkins, corn stalks, decorations, or other supplies. Insert a table on this slide listing all of the supplies needed and the prices.

Use the following in this file:

- * Word Art
- * Insert text boxes
- * Use an animation
- * Incorporate a transition
- * Insert shapes
- * Insert a table for your list
- * Insert images

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This is a
REAL-WORLD PROJECT that
engages students and allows
them to optimize their
creativity and think critically!



Makes a Great Assessment!



Create a Menu for the Fall Festival Food Stand

Be creative in using your computer applications skills to create a menu for the fall festival food stand! What foods and drinks would you like to offer? What type of fall festival food stand would you design?

- *Caramel Apples
- *Popcorn
- *Funnel Cakes
- *Cotton Candy
- *Nachos
- *Pretzels
- *Roasted Corn
- *Pumpkin Treats
- *Hot Chocolate
- *Apple Cider
- *...or another?

FALL FESTIVAL MENU			
FOOD		DRINKS	
Caramel Apple	\$5	Hot Chocolate	\$4
Funnel Cake	\$6	Apple Cider	\$4
Nachos	\$5	Bottled Water	\$2
Pretzel	\$4	Soda	\$2
Roasted Corn	\$4		
TREATS		GOOD FOOD GOOD TIMES	
Cotton Candy	\$4		
Candied Nuts	\$5		
Pumpkin Donut	\$4		
Apple Crisp	\$5		

Menu

Include clip art.
Use interesting and easy to read fonts.
Title it appropriately.

*Include all information needed for the

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- Craft vendors
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- Kids activities
- Hayrides
- Pumpkin decorating
- Petting zoo
- Games
- Music

3 Slide 3: Supplies for Your Fall Festival
Consider the activities and items being offered. What supplies (consumables) might be needed for the first weekend of your festival? Search the web for items such as food, drinks, paper products, prizes, craft supplies, pumpkins, corn stalks, decorations, or other supplies. Insert a table on this slide listing all of the supplies needed and the prices.

4 Slide 4: Promotional Flyer for Your Fall Festival
You will be including a promotional flyer, vendor/sponsor information sheet, or registration form in the envelope with your letter. Indicate that there are enclosures.

Use the following in this file:

- * Word Art
- * Insert text boxes
- * Use an animation
- * Incorporate a transition
- * Insert changes

Write a Formal Business Letter to Invite Vendors, Crafters, and Sponsors to Your Fall Festival



You are inviting local businesses, vendors, crafters, and sponsors to participate in your fall festival. Write a formal business letter to promote your event and request their participation. Send your letter to the fall festival committee. Their address is: **Fall Festival Committee, 111 Campus Hall, Newark, NJ 07102**. Use your address and the date. Include an appropriate complimentary close.

Some suggestions of what to include in the body of your letter...

- Introduce yourself and the fall festival (name of event).
- Explain that you are inviting vendors, crafters, and sponsors to participate.
- Include the date, time, and location of the festival.
- Include the location of the festival.
- Describe the type of festival you are hosting (e.g., handmade crafts, food, games, etc.).
- Share space information, fees (if applicable), and any special opportunities (sponsorship levels, advertising, recognition, etc.).
- Explain the benefits of participating (reach new customers, community support, etc.).
- Close with an invitation for them to contact you for more information.

Include an appropriate complimentary close.

You will be including a promotional flyer, vendor/sponsor information sheet, or registration form in the envelope with your letter. Indicate that there are enclosures.

Create a Promotional Flyer for Your Fall Festival



You are creating a flyer to advertise your fall festival and attract customers to attend. Use your creativity and computer applications skills to design a promotional flyer.

Be sure to include the following information on your flyer:

- *Name of your fall festival
- *Date: **the second weekend of October**
- *Location: **111 Campus Hall, Newark, NJ**
- *Activities, attractions, or events (games, food, hayrides, etc.)
- *Food and drinks that will be available
- *Admission price: **\$5.00 per person**
- *Any special features that make your festival unique
- *Use clip art or images that match your theme

Tips When Creating a Flyer:

- *Use eye-catching graphics
- *Make it colorful but not distracting
- *Include information BIG
- *Focus on the main focus point
- *Use easy to read fonts

Create a Fall Festival Spreadsheet

Using the example provided, recreate the Fall Festival Budget Spreadsheet in Excel or Google Sheets.

- Enter all information exactly as shown in the example.
- Use a formula to calculate the Total Cost for each item: Quantity × Price Each.
- Use the SUM function to calculate:
 - Total Equipment
 - Total Supplies
- Use a formula to calculate the Grand Total.
- Format all prices and totals as currency.
- Add borders and shade your table using colors of your choice.
- Add fall-themed clip art or images of your choice.
- Adjust your columns and rows so all information is easy to read.
- Make your spreadsheet organized, easy to read, and professional looking.

IMPORTANT: Do not type the answers into the spreadsheet. Use the correct formula or function so the spreadsheet can calculate the answers for you.

Category	Item	Quantity	Price Each	Total Cost
Equipment	Folding Tables	6	\$89.00	
Equipment	Folding Chairs	12	\$48.00	
Equipment	String Lights	40	\$18.00	
Equipment	Portable Speakers	2	\$125.00	
Equipment	Combos Games	4	\$45.00	
Equipment	Ticket Booth	1	\$275.00	
Equipment	Trash Cans	8	\$32.00	
Equipment	Hayride Wagon Rental	2	\$750.00	
TOTAL EQUIPMENT				
Supplies for the Fall Festival	Item	Quantity	Price Each	Total Cost
Supplies	Pumpkins	100	\$4.00	
Supplies	Hay Bales	30	\$8.00	
Supplies	Cornstarch Bundles	20	\$12.00	
Supplies	Caramel Apples	150	\$2.00	
Supplies	Bottled Water	200	\$0.50	
Supplies	Apple Cider	15 gallons	\$8.00	
Supplies	Paper Cups	500	\$0.08	
Supplies	Napkins	500	\$0.04	
Supplies	Game Prizes	100	\$1.50	
Supplies	Craft Supplies	10 sets	\$18.00	
Supplies	Fall Decorations	12	\$15.00	
TOTAL SUPPLIES				
GRAND TOTAL				

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Create Social Media Posts for Your Fall Festival

Create a Facebook post AND an Instagram post to promote your fall festival. Instagram posts are 1080 x 1350 px Facebook posts are 1200 x 630 px

Your posts should include:

- Your business or event name
- An attractive image
- A short, catchy description of your event
- Important details (date, time, location, special activities, etc.)
- Eye-catching visuals and design elements
- Use the correct dimensions for a Facebook post

Facebook Post:

Write your ad copy here! Tell people what your product, event, or service is all about.

Insert your business or event name.

Insert your image.

Instagram Post:

Drop your image here.

Insert your image. (Use an Instagram post size.)

Write a catchy caption about your fall festival. You may also include hashtags.

Use the following to create your posts:

- Use Google Slides, Microsoft PowerPoint, Canva, or another presentation program of your choice.
- Use the templates provided on this page.
- Replace the gray boxes and text with your own. Keep the layout and size the same.

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Create a Fall Festival Poster



There is a Fall festival the **second weekend** of October! Create a promotional poster! This is the information you must include on your poster:

- It is sponsored by your school.
- There will be over 20 vendors, crafters, and food trucks!
- There will be music and games.
- Admission tickets are \$5.00.
- All proceeds benefit the local food bank.

Be sure to make it colorful, creative, and eye-catching!

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7 project assignments

Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

