

### Budgeting and Purchase Order

#### Objectives

Students will plan for the make-up needs of a production based on a script and budget for make-up costs using a purchase order.

Students will research and order make-up materials to stock a theatrical make-up kit.

#### Process

This activity is intended to develop the students' ability to research a number of items and their costs based on the specific needs for 3 make-up applications including all the basics you would need to stock a make-up Kit. Students will follow the steps as outlined in the online resource.

Have student research current pricing of stage make-up online. Students will have to search for online make-up catalogues or catalogue sites. Names of theatrical make-up companies are listed in the resource section.

If prices are in American dollars, have students convert the prices at the current exchange rate.

Give the students a set amount of money at the beginning. They must budget their spending accordingly to create a kit which covers all the basics.

#### Assessment

See the evaluation tool on the following page.

## 7.2 The Make-up Kit

Theatre Arts 20

### Purchase Order Costing Evaluation

Name \_\_\_\_\_

Date \_\_\_\_\_

0-4	The submitted purchase order form was partially or minimally completed.
5-6	The submitted purchase order form was completed appropriately.
7-8	The submitted purchase order form was completed in significant detail and is accurate.
9-10	The submitted purchase order form was completed accurately and addresses all aspects of costing.
	<b>Score</b>

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