**Calendaring**

**Filling in Dates Practice**

**Directions:** *Let’s practice using a calendar to plan for an event. Get in a group of 3 to 4 people and read the following scenario, then fill in the calendar with the dates given to you.* *You and your friends are planning on going to a concert out of town next month. The concert is on the 17th of the month. You will need to book a hotel at least two weeks ahead of time. Check in to the hotel is any time after 3pm and check out time is any time before 11am. One of your friends is planning on driving but needs to double check with their parents to make sure they can use the car for the whole weekend. The concert is 6 hours away from your home town so you will need to leave the night before. The concert starts at 7pm but doors open at 6pm. Using all of this information, plan your event using the calendar below. (Sample answer key is on the next page)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
|  |  |  | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |  |

**Sample:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
|  |  |  | 1 | 2  Book hotel reservations | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12  Call friend to double check they can still drive everyone (confirm time to leave) | 13 | 14 | 15 | 16  Leave for road trip by 9am  Check into hotel after 3pm | 17  Leave for concert by 5:30pm  Concert starts at 7pm | 18  Check out of hotel before 11am |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |  |