

Senior Faculty/Staff Luncheon

February 24
11:45 - 1:35
Conference Room 1

Monthly Appreciation Luncheon

Event Chairpersons:
1. Gini Beck
2. Catherine Blundell
3. Casey Margard

Committee Members:
1. Ann Marie Jostol -
decorations

Setup Helpers Required: 7

Setup time required: Yes

Clean-up Helpers Required: 4

Clean-up time required: Yes

Expected: 100

In Attendance:70

How was this event publicized?
On school calendar, emailed
invitation, paper copies in
boxes and posted the day of the
event

Refreshment and Supply Notes:
We had a tailgate theme - like a
college tailgate - and had
kosher hot dogs with all the
fixings, baked potatoes, chili
(both vegetarian and meat),
salads, cookies and sodas. We
had way too much food, as the MS
teachers were off campus on a
field trip that day.

Decorations and Room Set-up
Notes:
We borrowed college banners and
flags from the College Office
and strung them from the ceiling
and stuck them into flower
arrangements,etc. Parents wore
University logo gear and we
played sports anthems on an
iPod.

Event Notes:
There was some lack of
communication in that the MS
teachers were off campus that
day, not sure what happened. We
had way too much food as a
result.

Parent Council Budget Amount:
\$250

Total event expenses:
\$312

Itemized Expenses:
catered chili - wholefoods
Qty: 80
Cost: \$215
Reimbursement: Yes

Itemized Expenses:
kosher hot dogs - Costco
Qty: 60
Cost: \$60
Reimbursement:Yes

Itemized Expenses:
flowers, napkins
\$37
Reimbursement: Yes