

2009-2010 UNIVERSITY PREP POST-EVENT FOLLOW-UP FORM

Name of Event: <u>6th Grade Parent ^{social}</u>	Event Date & Time: <u>5/15/10 7-10pm</u>
Type of Event (circle all appropriate): All School <u>Grade Level</u> Upper School Middle School Administration Faculty Parent Council Fine Arts Other	Group responsible for putting on event: Admission Development Parent Council Other <u>Parents</u>
Location: <u>The Landing 5001-25th Ave N.E</u>	Set Up (draw diagram on back):
EVENT CHAIR(S): 1. <u>Mary Thompson</u> 2.	HOSPITALITY CHAIR (if involved):
Event Committee Names: 1. <u>Peter</u> 2. <u>Alix</u> 3.	SET UP CHAIR: <u>Mary Thompson</u> CLEAN UP CHAIR: <u>Alix</u>
DECORATIONS CHAIR: <u>Mary Thompson</u> <u>Alix</u>	Were PR Materials needed and approved by Lora Kolmer, Director of Communications? <input type="checkbox"/> Yes <input type="checkbox"/> No
Where did PR appear? <u>online parent calendar/entry</u> ___ Prep Talk ___ Flyer <input checked="" type="checkbox"/> Other	Guest Count: <u>70</u> Estimated <u>75</u> Actual
Notes on decorations: <u>Balloons / Flowers</u>	Notes on refreshments: <u>- water/ice</u> <u>- Pizza/Salad</u> <u>- Potluck Salads</u>

BUDGET

Amount allocated in Parent Council Budget:			Total expenses (list separately below)		
Items/Expenses	Quantity	Cost	Receipt submitted?	Check Request submitted?	Donation Value?
Pizza <u>Pizza/Salad</u>	<u>20</u>	<u>337.16</u>	<u>yes</u>	<u>yes</u>	
<u>Decorations ^{flowers}</u>		<u>84.00</u>	<u>yes</u>	<u>yes</u>	
<u>Water</u>	<u>#48</u>	<u>10.00</u>			
<u>Ice</u>					

EVENT RECAP/ COMMENTS

(What went well, needs improvement, adequate refreshments, volunteers, publicity, location, etc.)

Recap: <u>Had a great turnout of parents!</u>
Leftover food? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Left where? _____

Use the back of this page to diagram room set up: number, placement and use of tables, placement of decorations and podium. Please make suggestions for improvements for next year.