

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

Name of Event: <u>Baccalaureate</u>	Event Date & Time: <u>6/6/2010 7:00-6:00 pm</u>
Type of Event (circle all appropriate): All School Grade Level <u>Upper School</u> Middle School Administration Faculty Parent Council Fine Arts Other	Group responsible for putting on event: Admission Development Parent Council Other <u>School + 10th</u> <i>grade parents</i>
Location: <u>Pama Dome</u>	Set Up (draw diagram on back):
EVENT CHAIR(S): 1. <u>Jean Remenkamp</u> 2.	HOSPITALITY CHAIR (if involved):
Event Committee Names: 1. <u>Decorations - Kristi Nilson</u> 2. 3.	SET UP CHAIR: CLEAN UP CHAIR:
DECORATIONS CHAIR: <u>Kristi Nilson</u>	Were PR Materials needed and approved by Lora Kolmer, Director of Communications? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Where did PR appear? ___ Prep Talk ___ Flyer <input checked="" type="checkbox"/> Other <i>Invitations</i>	Guest Count: <u>300</u> Estimated _____ Actual
Notes on decorations: Kristi had a banner (Congratulations Pamas) made which can be reused. Also, table runners. Flowers were donated. Photos of seniors in mini cupcakes.	Notes on refreshments: We bought mini-cupcakes, 2-bite cookies, candies, fruit (strawberries, grapes + blueberries) + 3 cheese platters. We had a LOT of cheese left over.

BUDGET

Amount allocated in Parent Council Budget:	Total expenses (list separately below)				
Items/Expenses	Quantity	Cost	Receipt submitted?	Check Request submitted?	Donation Value?
Flowers	5 bouquets	\$600.00			\$600.00
Food - 3 cheese platters, cookies, cupcakes		592.92	Yes	Yes	
Plates, glasses, linens		59.64	Y	Y	
Fruit (strawberries, grapes + blueberries)		147.25	✓	✓	

EVENT RECAP/ COMMENTS

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

Recap: We still had too much food. Would skip cheese + crackers. Concentrate on fruit + sweets.

Leftover food? Yes No Left where? Faculty/Staff lounge, kitchen for perishables w/ note to give to faculty lounge

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.