

2008-2009 UNIVERSITY PREP POST-EVENT FOLLOW-UP FORM

Name of Event: 8th GRADE PARENT MEETING	Event Date & Time: 9/22/08 6:30-8:30 pm
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 <u>Parent Council</u> Other <u>Middle School Head</u>
Location: Commons	Set Up (draw diagram on back): Kept commons as is - food tables at back, screen up front with microphone
EVENT CHAIR(S): 1. 8th grade parent council reps 2.	HOSPITALITY CHAIR (if involved):
Event Committee Names: 1. Jody Evans-Smith 2. Patricia Brennan 3. Beth Milici 4.	SET UP CHAIR: Jody Evans-Smith, Beth Milici, Patricia Brennan CLEAN UP CHAIR: We also cleaned up.
DECORATIONS CHAIR: N/A	Were PR Materials needed and approved by Lora Kolmer, Director of Communications? N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
Where did PR appear? ___ Prep Talk ___ Flyer ___ Other	Guest Count: <u>40</u> Estimated <u>50</u> Actual
Notes on decorations: None	Notes on refreshments: We ordered sandwiches from Whole Foods for 40 people and veggie trays for 15-20 people. More people attended than were expected but many ate beforehand so at least 1/3 of sandwiches leftover. 3 volunteers brought desserts. Only decaf coffee served along with 1 flat of bottled water & 1/2 flat bottled juices. We placed cold drinks in metal pans from the kitchen + topped with ice.

BUDGET

Amount allocated in Parent Council Budget: We used a little over half our yearly Budget of \$440			Total expenses (list separately below) \$ 283.36		
Items/Expenses	Quantity	Cost	Receipt submitted?	Check Request submitted?	Donation Value?
Sandwiches	40	4283.36	Yes	Yes	
Veggie tray	15-20				

EVENT RECAP/ COMMENTS

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

Recap: Parent energy was high, faculty + staff gave really good presentations. Refreshments were more than adequate. We made 2 pots of coffee + didn't really use much of the 2nd. We had all the supplies we needed from the PC closet + ice from the kitchen for drinks. We made sure to e-mail the evening's schedule to faculty + staff ahead of time so they could plan their presentations. This worked well because adjustments were needed + completed before the event.
Leftover food? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Left where? <u>Teacher's lounge fridge.</u>

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.