

**Event Name:**

Sixth Grade Faculty/Staff Appreciation

**Date/Time:**

March 9, 2009

**Location:**

Conference room 1

**Purpose of Event:**

Faculty/Staff Appreciation

**Event Chairpersons:**

1. Lesley Canfield
2. Marta de wulf
3. Judy Davis

**Committee Members:**

1. Laura Sullivan
2. Chi-Chuen
3. Jan Keeton
4. Linda Bushnell
5. Grace Salemann

**# Setup Helpers Required:**

4

**Setup time required:**

Yes

**# Clean-up Helpers Required:**

5

**Clean-up time required:**

Yes

**# Expected:**

105

**# In Attendance:**

95

**How was this event publicized?**

Sixth grade parent reps sent invite out via Lora Kolmer and a reminder the Friday before.

**Refreshment and Supply Notes:**

30 lbs bbq pork, 30 lbs bbq chicken, 30 lbs potato salad, coleslaw, cornbread, buns, fruit salad, 4 large green salads, pecan tortes, banana pudding, brownies, case water and 10 six packs thomas kemper mixed sodas

**Decorations and Room Set-up Notes:**

western theme, cowboy music, cowboy hats, plastic horses, boots, spring flowers arrangements

**Event Notes:**

Staff and Faculty loved the lunch- lots of rave reviews and really fun theme! Highly recommended but less quantity on the salads. Lots of clean up required with so many containers.

**Parent Council Budget Amount:**

\$350

**Total event expenses:**

\$350

**Itemized Expenses:**

bbq meats  
Qty: 60 lbs  
Reimbursement: Yes

**Itemized Expenses:**

thomas kemper sodas  
Qty: 10 six packs  
Cost: 50  
Reimbursement: Yes