

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

Name of Event: <i>MS PLAY Rehearsal dinners #1 + #2</i>	Event Date & Time: <i>1/12/2009 + 1/13/2009</i>
Type of Event (circle all appropriate): All School Grade Level Upper School <input checked="" type="checkbox"/> Middle School Administration Faculty Parent Council Fine Arts Other	Group responsible for putting on event: Admission Development Parent Council Other <i>parents</i>
Location: <i>Commons</i>	Set Up (draw diagram on back): <i>as is - serve front 2 tables</i>
EVENT CHAIR(S): 1. <i>LESLEY CANFIELD</i> 2.	HOSPITALITY CHAIR (if involved): -
Event Committee Names: 1. <i>Lesley, Elizabeth, Anita</i> 2. 3. <i>Kerry Brown, Lindsey, Pam</i> 4. <i>Elizabeth, Ingrid, Lesley</i>	SET UP CHAIR: CLEAN UP CHAIR: <i>Same</i>
DECORATIONS CHAIR: <i>N/A</i>	Were PR Materials needed and approved by Lora Kolmer, Director of Communications? <input type="checkbox"/> Yes <input type="checkbox"/> No
Where did PR appear? ___ Prep Talk ___ Flyer <input checked="" type="checkbox"/> Other <i>EMAIL</i>	Guest Count: <i>36</i> Estimated _____ Actual
Notes on decorations: <i>NONE</i>	Notes on refreshments: <i>Cold drinks - kids are hot!</i>

BUDGET

Amount allocated in Parent Council Budget:			Total expenses (list separately below)		
Items/Expenses	Quantity	Cost	Receipt submitted?	Check Request submitted?	Donation Value?

EVENT RECAP/ COMMENTS

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

cream puffs with chocolate!! ice cream bars juice water

Recap: #1 Commons cafe MAC / **pagliacci pizza: 3 cheese, 3 pepperoni**
and cheese and salad with dressing + 1 Costco fruit tray + 1 veggie - just right, commons
4 loaves french bread, sliced cafe salad, 2 Costco fruit trays, 1 grape

Leftover food? Yes No Left where? *1 whole fruit tray + 3 boxes ice cream bars (singles) - Faculty fridge*

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. - *TRY to have some items you can use again right #2 such as fruit & leftover juice.*