

Middle School Play Reception
Spring09
5/28/09
Commons

Purpose of Event:
After play refreshments

Setup Helpers Required: 4
Setup time required: Yes
Clean-up Helpers Required: 2
Clean-up time required: Yes
Expected: 70
In Attendance: 78-82

Refreshment and Supply Notes:

We used 2 cases of Thomas Kemper Root Beer (48-16 oz bottles) and 3-2 liter bottles of Mug Root beer (make sure the root beer you get has no caffeine- several people asked).

We bought 10 gallons of ice cream and used 7 of them. We also had pitchers of water out on the table. People drank a lot of water.

Decorations and Room Set-up Notes:

Very easy set up-just make sure you let Karen (Commons Café) know ahead of time that you will need to put some things in the freezer. Also, make arrangements to pick up the Parent Closet key-we had to track down the custodian to let us in.

Event Notes:

Had two stations going at either end of the table. Worked very well. Used 16 oz cups and poured only half full with root beer-otherwise the cups would have foamed over.

Total event expenses: \$60-\$70

Itemized Expenses: case root beer (24)

Qty: 2

Cost: \$28

Reimbursement: No

Donation Value: \$28.00

Itemized Expenses: 2 gallon ice cream container

Qty: 5

Cost: \$32.95

Reimbursement: Yes

Itemized Expenses: 2 liter root beer

Qty: 3

Cost: \$5.07

Reimbursement: Yes