

2008-2009 University Prep Post-Event Follow-up

*Event: Seniors' College Transition Night
March 11, 2009*

Event by: College Counseling Office and Ken Jaffe

Location: The Commons (6:30 – refreshments), Founders' Hall & Library (7:00 ~ program)

Event Chairs: Parent Reps (Lisa Kjaer-Schade, Pat Scott, Katy Titcomb)

Guest Count: Estimated 76 students + 120 parents; Actual: Approx. 70? students; 80 parents

Decorations: minimal to none!

PR: Included in reps' emails to parents in August, January, and the Sunday eve before event; Trumba calendar; College Counseling Office sent out postcard to all week or 2 in advance.

Refreshments: Publicized as "light":

- Turkey & Swiss wrap sandwiches: 4 boxes of 48 small sandwiches = 192 pieces; approx 72 left at end (4@29.99)
- Hummus & pita wedges (2 1-quart containers of hummus @ 4.85), 2 12-packs of pita cut into 4 pieces (@ 3.99). (intended for the vegetarians, but popular. No leftovers)
- Veggie trays (NOT the Costco premade, as they smell!!)
- Fruit: pineapple spears (3 boxes @7.99), strawberries (2 large containers@8.99), black & green grapes (2 boxes each @ 7.49 – 1 box of each left over)
- Cookies, brownies (contributed)
- Bottled water & cold drinks

(Note: coffee/tea not offered as they tend not to be that popular)

Setup: Wendy Robbins in College Counseling Office arranged to have 4 Commons tables set in 2 lines of 2 perpendicular to the rest. Refreshments on 1 set; program folders on other

Program: Ken Jaffe & Kelly present to all first; students adjourn to library for student session; parents remain in Founders Hall for parent session. Parent Reps started off parents-only session with announcements re Grad Party & Spring Social etc. then turned it back to Kelly Herrington

Budget: approx \$300; spent \$230

The biggest challenge is trying to guess how many will really attend as there is no RSVP for this event. We assumed all students + at least 1 parent, 2 in some cases. A few students didn't attend, tho some of their parents did.