

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

<b>Name of Event:</b> Spring Music Concert & Reception	<b>Event Date &amp; Time:</b> 3/23/09 7:00
<b>Type of Event (circle all appropriate):</b> All School    Grade Level    Upper School Middle School    Administration    Faculty Parent Council <u>Fine Arts</u> Other	<b>Group responsible for putting on event:</b> Admission    Development <u>Parent Council</u> Other Parents in the Arts
<b>Location:</b> Reception in Commons	<b>Set Up (draw diagram on back):</b>
<b>EVENT CHAIR(S):</b> 1. Eleanor Garrison 2.	<b>HOSPITALITY CHAIR (if involved):</b>
<b>Event Committee Names:</b> 1. 2. 3. 4.	<b>SET UP CHAIR:</b>  <b>CLEAN UP CHAIR:</b>
<b>DECORATIONS CHAIR:</b>	<b>Were PR Materials needed and approved by Lora Kolmer, Director of Communications?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Where did PR appear?</b> <input checked="" type="checkbox"/> Prep Talk <input type="checkbox"/> Flyer <input type="checkbox"/> Other	<b>Guest Count:</b> 100 Estimated                      100 Actual
<b>Notes on decorations:</b> Tablecloth & Table	<b>Notes on refreshments:</b> Cupcakes #66 bottled water - 2 cases soft drinks - #48 cans cookies - strawberries - 2 large containers

### BUDGET

<b>Amount allocated in Parent Council Budget:</b> \$ 88			<b>Total expenses (list separately below)</b>		
Items/Expenses	Quantity	Cost	Receipt submitted?	Check Request submitted?	Donation Value?
Cupcakes	# 66				\$36.00
Strawberries		\$10.00			
COOKIES		\$7.00			
water	# 48				\$20.00
pop	# 48				\$24.00

### EVENT RECAP/ COMMENTS

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

<b>Recap:</b> Had great turnout in concert & reception. Most of refreshments consumed w/ only 6 cupcakes left over. Used 1 1/2 cases of pop and 1 1/2 cases of water.
Leftover food? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Left where? Very small amount of leftovers. Left in teachers' lounge

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.