

**Music Reception for Spring  
Music Night**

Date/Time:

May 2, 2008, 8:30 PM

Location:

Commons Area

Purpose of Event:

Celebrate Performers &  
Community Sharing

Event Chairpersons:

1. Carroll Bottum Ritter

Committee Members:

1. Eleanor Garrison

# Setup Helpers Required: 2

Setup time required: Yes

# Clean-up Helpers  
Required: 2

Clean-up time required: Yes

# Expected: 75

# In Attendance: 50

How was this event  
publicized?:

U Prep Newsletter, Online

Refreshment and Supply

Notes: From Costco, 3-27  
ounce waters, 96 cookies, 3  
large containers of grapes

Decorations and Room Set-up

Notes: Two tables of  
refreshments

Event Notes:

Worked well to have after  
concert. Simple to set-up,  
host and clean-up!  
Appreciated by Mr. Hurlbut!  
# of performers lower than  
last year so refreshments  
lower. Put unused case of  
water in Parent Council  
Closet with note available  
for use.

Parent Council Budget  
Amount: 80

Total event expenses:  
\$63.28

Itemized Expenses:

Cookies

Qty: 96

Cost: \$25.96

Reimbursement: Yes

Itemized Expenses:

Water

Qty: 81

Cost: 13.95

Reimbursement: Yes

Itemized Expenses:

Grapes

Qty: 3 large

Cost: \$23.37

Reimbursement: Yes

Itemized Expenses:

Tulips

Qty: 2 bouquets

Cost: 10

Reimbursement: No

Donation Value: \$10