

New Family Orientation

Date/Time: May 1, 2008

Location: Gym

Purpose of Event:
Welcome New Families

Event Chairpersons: Gerin Suehiro

Committee Members:

Set Up Volunteers: Emily Wong, Lynn Thomsen, Laurie Brown, Heather McEachron, Laura Sullivan, Linda Hedlund, Joyce Israel

Food Helpers/Clean Up: Steve Butler, Kathleen Conner, Julia Calhoun, Kathleen Sherman, Karen Merrikin, Claude Werffeli,

Parent Ambassadors: Bruce Carbary, Catherine Blundell, Terri Olson Miller, Lyn Hiatt, Steve Butler

Setup Helpers Required: 6 - 8

Setup time required: Yes

Clean-up Helpers Required: 6 - 8

Clean-up time required: Yes

Expected: ~300

In Attendance: ~ 260

How was this event publicized?
Admissions sent invite to all new families.

Refreshment and Supply Notes:
QFC
23-Three foot subs (20 reg., 3 veg.)
4-Large Fruit trays
15 dozen roses
36 mason jars (used for vases)

COSTCO
300 bottles of water
300 sacks of sun chips
300 chocolate cookies

Parent Council Closet
300 napkins
300 plates
300 forks
6 tablecloths for food tables

Decorations and Room Set-up Notes: Flowers from QFC, Placemats and tissue from Costume and Display. Margarito sets up gym with 30 round tables and 300 chairs and 6 rectangle tables for food; Margarito has schematic!

Event Notes: Sub sandwiches worked well; make sure pre-cut in 2 inch pieces. Fruit trays were hard to take fruit from; bowls would work better.

Please see the event recap I put in New Family Orientation notebook for more info.

Admission Budget Amount: \$1,800
Total event expenses: \$1,642.51

Itemized Expenses:
Sub sandwiches
Qty: 23
Cost: \$1,096
Reimbursement: Yes

Itemized Expenses:
Water, chips, cookies
Qty: 300 ea.
Cost: \$270
Reimbursement: No

Itemized Expenses: Flowers
Qty: 15 doz
Cost: ~\$197
Reimbursement: Yes

Itemized Expenses:
Mason Jars
Qty: 36
Cost: \$27
Reimbursement: Yes

Itemized Expenses:
Placemats and Tissue
Qty: 300
Cost: 53
Reimbursement: Yes