

## **Ninth Grade Parent Meeting**

October 1, 2009

The Commons

### **Purpose of Event:**

Inform parents of what to expect of the 9th grade year

### **Event Chairpersons:**

1. Jody Evans Smith
2. Linda Schoemaker
3. Jessica Joers

Setup Helpers Required: 3

Setup time required: Yes

Clean-up Helpers Required: 2

Clean-up time required: Yes

# Expected: 50

# In Attendance: 55

### **How was this event publicized?**

E-mail, Online calendar

### **Refreshment and Supply Notes:**

Used plates, napkins, water, San Pellegrino, cups, tea and coffee accompaniments, as well as some serving utensils from the PC closet. Bought 3 catering trays from QFC, +cheese and grapes. Parent Melissa Handler donated fortune cookies with special Puma messages. The few leftovers were consolidated and left in the staff refrigerator.

### **Decorations and Room Set-up Notes:**

Food was set up on one table, drinks on another-- both at the east end of the room.

### **Event Notes:**

A successful, well attended event!

I had not checked out the PC closet key in advance, and had a little trouble finding someone to open it up. Also had trouble getting in the front door because the evening staff person had gone home ill. Used the keypad at the front door to locate Margarito (facilities mgr), who buzzed me in. Was glad I arrived early! We recommend having nametags. We forgot this item, and wished we had provided them, as we had numerous new parents.

Parent Council Budget Amount: \$125

Total event expenses: \$155

### **Itemized Expenses:**

QFC catering trays

Qty: 3

Cost: \$145

Reimbursement: Yes

Itemized Expenses: grapes, cheese

Cost: \$10

Reimbursement: Yes

Itemized Expenses: cookies

Qty: 2Lb

Cost: \$54

Reimbursement: No

Donation Value: \$54