

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

Name of Event:	Event Date & Time:
Type of Event (<i>circle all appropriate</i>): All School Grade Level Upper School Middle School Administration Faculty Parent Council Fine Arts Other	Group responsible for putting on event: Admission Development Parent Council Other _____
Location:	Set Up (draw diagram on back):
EVENT CHAIR(S): 1. 2.	HOSPITALITY CHAIR (if involved):
Event Committee Names: 1. 2. 3. 4.	SET UP CHAIR: CLEAN UP CHAIR:
DECORATIONS CHAIR:	Were PR Materials needed and approved by Lora Kolmer, Director of Communications? <input type="checkbox"/> Yes <input type="checkbox"/> No
Where did PR appear? ___Prep Talk ___Flyer ___Other	Guest Count: _____Estimated _____Actual
Notes on decorations:	Notes on refreshments:

BUDGET

Amount allocated in Parent Council Budget:			Total expenses (list separately below)		
Items/Expenses	Quantity	Cost	Receipt submitted?	Check Request submitted?	Donation Value?

EVENT RECAP/ COMMENTS

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

Recap:
Leftover food? <input type="checkbox"/> Yes <input type="checkbox"/> No Left where? _____

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.