

## SENIOR COLLEGE NIGHT FALL 2009

Date/Time:  
Sept. 16 at 6:00

Location:  
Commons, Founders Hall

Purpose of Event:  
Meet with college counselors

Event Chairpersons:  
1. Gini Beck  
2. Casey Margard  
3. Catherine Blundell

# Setup Helpers Required: 4

Setup time required: Yes

# Clean-up Helpers Required: 4

Clean-up time required: Yes

# Expected: 150

# In Attendance: 150-ish

How was this event publicized?  
College Counselors mailed home invitation, reps sent out a save the date notice (2x starting in the summer) and an email reminder about 10 days before the event.

Refreshment and Supply Notes:  
Tricky to predict - we had lots of leftovers as it appears many people ate ahead of time.  
Meat/cheese trays for 100 (had one left); six loaves of bread (all eaten); 72 Costco dinner rolls (over 50% left); large vegetable tray (mostly eaten); 4 Costco-size bags of chips (2 eaten); 3 fruit bowls/trays - donated (most eaten); 6 dessert plates/cookies (most eaten); 180 waters (half left); 4 Costco cases soda (1.5 left), large pot decaf, hot water for tea

Decorations and Room Set-up Notes:  
We really did very little decorating - tablecloths on the buffet and dessert/information tables and

large bunch of flowers from Pike Place market which we left with the counseling office after the event. I bought colored, fall-themed napkins and otherwise used everything from the PC closet. We ran two tables down the Commons and set up food to be accessed from either side. Had two tables against south (Library) wall with coffee, desserts, counseling office information and signup sheets for events, one page summary of milestone events for senior year

Event Notes:  
Way too much food - either need to publicize better that we will feed people or just cut back, knowing that many people will not eat.

Reimbursed expenses:  
2 large meat/cheese trays, 1 large veggie tray, 6 loaves bread - \$208.05  
5 cases water (2 used, 72 bottles) - \$24.95  
4 cases soda (2 diet coke, 1 coke, 1 sprite - 3 used) - \$39.96  
4 large bags chips (2 used) - \$17

Donated expenses:  
2 bags dinner rolls (72 rolls, 24 used) - \$8.00  
10 pkgs fall napkins - \$43  
pint half and half \$2.50  
mayonnaise, mustard (donated)  
4 fruit trays, bowls of grapes (donated)  
6 plates of desserts/cookies (donated)  
2 large bags mini size chocolates (ate one bag, donated other to college counseling office)  
\$14.99 plates, hot cups, coffee, tea service, utensils all used from Parent council closet and faculty/staff office  
1 large bunch flowers from Pike Place - \$15  
6 bags ice - \$10