

Senior Transition Night

March 10, 2010 • 6:15 - 9:00 • Commons, Founders Hall

Purpose of Event:

College Prep evening

Event Chairpersons:

1. Gini Beck
2. Casey Margard
3. Catherine Blundell

Setup Helpers Required: 3

Setup time required: Yes

Clean-up Helpers Required: 3

Clean-up time required: Yes

Expected: 180

In Attendance: 140

How was this event publicized?:

On school calendar, Kelly H. sent home letter and postcard, reps sent it out via email 3x plus a quick one line reminder email three nights before the event.

Refreshment and Supply Notes:

We had five families bring cookies, and provided a light supper/snack for everyone.

Pinwheel sandwiches - 3 trays (Costco, about 50 pieces each - all eaten)

Caesar salads - five (Costco, all eaten)

Chips - two large Costco bags, all eaten

Water and sodas, decaf coffee (one airport)

Kelly and Britten provided really cute, custom fortune cookies

Decorations and Room Set-up Notes:

We set up food on two long tables in the Commons, drinks and cookies on another and sodas/water on yet another.

We had a couple of cheerful bouquets of spring flowers from the Pike Place market, which we left with the counseling office after the event.

Event Notes:

We forgot to have nametags there, and that would have been good.

Very low key on our part, thankfully.

Total event expenses: 200

Itemized Expenses: Costco food items

Cost: \$150

Reimbursement: Yes

Itemized Expenses: flowers

Cost: \$30

Reimbursement: Yes

Itemized Expenses: Misc drinks, ice

Cost: \$20

Reimbursement: Yes