

7th Grade Parent Meeting

Date/Time: 9/24/09

Location: U Prep Commons

Purpose of Event:
Introduce 7th Grade Teaching Team

Event Chairpersons:
Sara Reynolds
Shahina Piyarali
Marta De Wulf

Setup Helpers Required: 3

Setup time required: Yes

Clean-up Helpers Required: 3

Clean-up time required: Yes

Expected: 75

In Attendance: 75

How was this event publicized?:
U-Prep calendar,
E-mail from Parent Reps

Refreshment and Supply Notes:
2 trays of 35 sandwiches,
2 large salads,
cheese and cracker platter,
2 trays of dessert, and bottles of water

Decorations and Room Set-up Notes:
Tables were set up normally.
Two tables were in the back for the food and sign up sheets

Event Notes:
Great turn out. We had some sandwiches left over.

Parent Council Budget Amount: \$500

Total event expenses: \$199.23
Itemized Expenses: food/drinks
Cost: \$99.23