

7th Grade Parent Peer Group and Social

April 16 from 6:30 - 9:00 pm
U Prep Commons (dinner) and Library (meeting)

Purpose of Event:
Combined program and 7th grade social

Event Chairpersons:

1. Gini Beck
2. Alice Chrisinger
3. Linda Walker

Setup Helpers Required: 1.5

Setup time required: Yes

Clean-up Helpers Required: 3

Clean-up time required: Yes

Expected: 55

In Attendance: 46

How was this event publicized?
Through e-vite invitations, multiple email reminders, Trumba calendar

Refreshment and Supply Notes:
We catered the main dish for 55 - chicken picatta and orzo with roasted vegetables - and provided two kinds of salad (Caesar for 36 and green salad for 24.) We had a little leftover food, lots of leftover orzo. Parents brought drinks to share and wine, and we recruited 6 people to bring fruit or cookies (2 of whom forgot).

Decorations and Room Set-up Notes:
We set up a buffet line in the commons and a separate table for drinks (sodas, water, wine and coffee service). We set the tables with tablecloths and bud vases

of flowers, parents commented on how nice it looked. The library was set up for the Parent-Peer discussion, in a semi-circle, with Sue Bennett, the facilitator, and an easel in the front of it. Worked well for that number of people, would need two layers of chairs if the group were any bigger.

Event Notes:

Forgot to recruit clean-up helpers, which would have been nice, so just had one extra helper at the end. Karen Baber was very helpful in letting us use her kitchen, gave us some instruction. Facilities team was all over the setup - just sent an email note about 24 hours ahead and it was all ready to go. Many parents commented that they liked the idea of combining the social with a program, some are too busy to attend two separate events.

Itemized Expenses: Main dish catered
Quantity: 55
Cost: \$391
Yes

Itemized Expenses: Salads (Costco)
Qty: 60
Cost: \$37
Reimbursement: No

Itemized Expenses: Flowers
Qty: 3
Cost: \$32.97
Reimbursement: No

Itemized Expenses: Water, Sterno
Cost: \$15.00
Reimbursement: No

Itemized Expenses: Paper goods (cups, napkins, small plates)
Cost: \$50
Reimbursement: No