

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

<b>Name of Event:</b> 7th grade Picnic Party	<b>Event Date &amp; Time:</b> Wed. 6/10/09 11:00 - 3:30pm
<b>Type of Event (circle all appropriate):</b> All School <input type="checkbox"/> <u>Grade Level</u> <input checked="" type="checkbox"/> Upper School <input type="checkbox"/> Middle School <input type="checkbox"/> Administration <input type="checkbox"/> Faculty <input type="checkbox"/> Parent Council <input type="checkbox"/> Fine Arts <input type="checkbox"/> Other <input type="checkbox"/>	<b>Group responsible for putting on event:</b> Admission <input type="checkbox"/> Development <input type="checkbox"/> Parent Council <input type="checkbox"/> Other <u>7th grade parent reps</u>
<b>Location:</b> we rented a shelter - Aiki Beach - covered picnic	<b>Set Up (draw diagram on back):</b>
<b>EVENT CHAIR(S):</b> 1. Gini Beck 2. Alice Krehbiel	<b>HOSPITALITY CHAIR (if involved):</b> φ
<b>Event Committee Names:</b> 1. Gini Beck 2. Alice Krehbiel 3. Linda Walker 4.	<b>SET UP CHAIR:</b> Gini Beck  <b>CLEAN UP CHAIR:</b> None - everyone pitched in to help!
<b>DECORATIONS CHAIR:</b> φ	<b>Were PR Materials needed and approved by Lora Kolmer, Director of Communications?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Where did PR appear?</b> ___ Prep Talk ___ Flyer <u>x</u> Other - email	<b>Guest Count:</b> <u>75</u> Estimated <u>75</u> Actual
<b>Notes on decorations:</b> Our only decorations were the beautiful balloon centerpieces which had been used the night before at 8th grade moving up!	<b>Notes on refreshments:</b> Lunch Build your own bagel sandwiches, potato chips, watermelon, grapes, pineapple rice krispy treats, drinks At 3:00pm ice cream novelties

### BUDGET

<b>Amount allocated in Parent Council Budget:</b>			<b>Total expenses (list separately below)</b> \$460.37 submitted		
Items/Expenses	Quantity	Cost	Receipt submitted?	Check Request submitted?	Donation Value?
Food (Lunch)		365.37	yes	yes	~50.00
Site Rental		95.00	yes	yes	
Sodas					\$30.00
Ice cream					\$25.00

### EVENT RECAP/ COMMENTS

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

<b>Recap:</b> Kids seemed to really enjoy hanging out together playing volleyball, baseball, wading in the sound, having squirt gun fights, water balloon fights the last day of school. If we did this again wed limit the party to 3 1/2 hours, not 4 1/2 hours AND I give all students* Leftover food? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Left where? thrown away (<10% of total) as it had gotten warm -	
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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.

\* a brightly colored bandana or shirt to help in keeping track of each of them! wed also suggest bringing a portable badminton/volleyball

*[Faint, illegible handwriting on lined paper, possibly bleed-through from the reverse side of the page.]*

net to set up near the picnic shelter  
so that kids don't have to walk from  
it to the volleyball nets on the sand -