

Spring Concert Reception
3-24-10 @ 7:00 PM
Commons

Event Chairpersons: Eleanor Garrison

Committee Members: Bonne Bejan

Setup Helpers Required: 2
Setup time required: Yes

Clean-up Helpers Required: 2
Clean-up time required: Yes

Expected: 100
In Attendance: 100

How was this event publicized: Prep Talk

Refreshment and Supply Notes:

Served desserts (sheet cake, cookies, apple strudel), strawberries/grapes, soda/seltzer (please see expenses below for amounts). We used cups/plates/napkins supplied by parent council. We provided no hot drinks this time which was a good choice.

Decorations and Room Set-up Notes:

Two long tables with U Prep table linens and simple flower centerpieces. Drinks/cake on one table, other desserts/fruit on the second table. Two garbage cans in close proximity.

Event Notes:

I would slightly decrease the amount of food--omit the pound cake (3 loaf size) and apple strudel which are listed below as "other desserts." Otherwise, no suggested changes.

Parent Council Budget Amount: \$150

Total event expenses: \$104.39

Itemized Expenses: soft drinks/seltzer

Qty: 13 2L bottles, Cost: \$15
Reimbursement: Yes

Itemized Expenses: sheet cake

Qty: 1, Cost: \$16.99
Reimbursement: Yes

Itemized Expenses: Cookies

Qty: 6 dozen, Cost: \$19.47
Reimbursement: Yes

Itemized Expenses: Fruit

Qty: 7.5 pounds, Cost: \$26.96
Reimbursement: Yes

Itemized Expenses: Other desserts

Cost: \$33.45
Reimbursement: Yes

Itemized Expenses: Flowers

Cost: \$5.00
Reimbursement: No