

**Spring Concert Reception**  
**Wednesday, May 26th, 7:00 PM**  
**Commons**

Event Chairpersons:

1. Eleanor Garrison
2. 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:

cookies: 12 dozen

sheet cake

fruit: 5#

beverages:

#5 2 liter soft drink

#5 2 liter sparkling water

2 gallons water

Decorations and Room Set-up Notes:

2 long tables with linens and flowers

Parent Council Budget Amount: \$150

Total event expenses: \$89.54

Itemized Expenses: sheet cake

Qty: 1

Cost: \$16.99

Reimbursement: Yes

Itemized Expenses: cookies

Qty: 12 doz

Cost: \$39.44

Reimbursement: Yes

Itemized Expenses: fruit:

Qty: 5#

Cost: \$19.97

Reimbursement: Yes

Itemized Expenses: beverages

Cost: \$13.14

Reimbursement: Yes