

## 2007-2008 UNIVERSITY PREP POST-EVENT FOLLOW-UP FORM

<b>Name of Event</b> 10th Grade Parent Peer Group	<b>Event Date &amp; Time</b> Wed, April 30, 7-8:30
<b>Type of Event (circle all appropriate)</b> All School <u>Grade Level</u> <u>Upper School</u> Middle School    Administration    Faculty Parent Council    Fine Arts            Other	<b>Group responsible for putting on event:</b> Admission      Development <u>Parent Council</u> Other <u>10th Grade Reps</u>
<b>Location:</b> <u>Library</u>	<b>Set Up (draw diagram on back)</b> Chairs in U shape facing easel w/ flip chart. 2 Tables
<b>Facilities Request Form Completed?</b> <u>Yes</u>	<b>HOSPITALITY CHAIR NAME (if involved)</b> N/A
<b>EVENT CHAIR(S) NAMES</b> 1. <u>BABS SMITH</u> 2.	<b>SET UP CHAIR NAME</b> <u>BABS SMITH</u>  <b>CLEAN UP CHAIR NAME</b> <u>Pat Gorry helped clean-up.</u>
<b>Event Committee Names</b> 1. <u>N/A</u> 2. <u>Helpers: Rosemary Vazeux +</u> 3. <u>other parents.</u> 4.	<b>PR Materials Approved by Lora Kolmer Director of Marketing?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Date
<b>DECORATIONS CHAIR NAME</b> <u>φ</u>	<b>Where does PR appear?</b> <input type="checkbox"/> Prep Talk <input type="checkbox"/> Flyer <input checked="" type="checkbox"/> Other <u>email only</u>
<b>Notes on decorations:</b> <u>φ</u>	<b>Guest Count</b> ? Estimated <u>12</u> Actual
<b>Notes on refreshments</b> Costco turkey rolls, reggie + fruit tray. Brownies + meringue cookies from Whole Foods. Made coffee, hot H2O for tea, cold H2O + pop from PC closet.	

### BUDGET

<b>Amount allocated in Parent Council Budget:</b>			<b>Total expenses (list separately below)</b>		
Items/Expenses	Quantity	Cost	Receipt submitted?	Check Request submitted?	Donation Value?
FOOD - COSTCO		\$55.	Yes	Yes	
FOOD Whole Foods		\$15.	Yes	Yes	

**DUE TO PARENT COUNCIL COORDINATOR ON \_\_\_\_\_**  
 (due two weeks after the event)

## EVENT RECAP/ COMMENTS

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

<p><b>Event Chair:</b></p> <p>Event held in spring on night when school was not in session. I think we would have a better turnout if done in fall. Suggest doing w/ 11th + 12th grade families jointly. Parents that attended enjoyed it, said they</p>	<p><b>Faculty Host:</b></p> <p>had an opportunity to discuss 4-5 topics instead of just 1-2. Discussed: Prom (drinking &amp; driving), refusal skills, "driving contract", leaving student's home alone overnight (how best to do it). Girls wanting more independence.</p>
<p><b>Hospitality Chair:</b></p> <p><input checked="" type="checkbox"/> Leftover food? Left where? <u>Faculty</u></p> <p><input checked="" type="checkbox"/> Kitchen left clean? <u>refridge</u></p>	<p><b>Parent Council Coordinator:</b></p> <p>Babs Smith. (Other reps were not available that night).</p>

Use this space to diagram room set up:

- number, placement and use of tables
- placement of decorations and podium

Lastly, make suggestions for improvements for next year.

Thanks

Next time: get parents to help make reminder calls.