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

Name of Event: 10th Grade Peer Group Meeting	**Event Date & Time:** 11/20/08 (Thursday) 7pm
Type of Event (*circle all appropriate*): All School, Grade Level, Upper School, Middle School, Administration, Faculty, Parent Council, Fine Arts, Other	**Group responsible for putting on event:** Admission, Development, Parent Council, Other Parent Reps (10th grade) Parent Ed Co-Chairs
Location: Commons	**Set Up (draw diagram on back):** —
EVENT CHAIR(S): 1. 10th grade Reps 2.	**HOSPITALITY CHAIR (if involved):** —
Event Committee Names: 1. Anu Chandorkar 2. Susie Cobb 3. Chi-Chuen Chen 4.	**SET UP CHAIR:** — **CLEAN UP CHAIR:** —
DECORATIONS CHAIR: —	**Were PR Materials needed and approved by Lora Kolmer, Director of Communications?** ☐Yes ☒No
Where did PR appear? __Prep Talk __Flyer ✓Other Trumba & Class e-mail	**Guest Count:** 40 Estimated 29 Actual
Notes on decorations: The chairs were set up in a square pattern so everyone could see each other. The event facilitator (Sue Bennett) had an easel and flip chart to use.	**Notes on refreshments:** fruit, dessert, coffee (decaf) & water

BUDGET

Amount allocated in Parent Council Budget:			Total expenses (list separately below)		
Items/Expenses	**Quantity**	**Cost**	**Receipt submitted?**	**Check Request submittted?**	**Donation Value?**
Starbucks Coffee Traveller	1	14.00	Yes	Yes	—
Water	—	3.38	—	—	3.38
Fruit } Safeway	2 platters	29.94	Yes	Yes	—
Dessert }					

EVENT RECAP/ COMMENTS

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

Recap: Refreshments were adequate. The event was well publicised – class e-mail, reminder e-mail, phone call to each parent. Lot of parents said they could not juggle to late basketball practice times and a class event in the evening.

Leftover food? ☒Yes ☐No Left where? Staff Kitchen & Faculty

Some dessert

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.