

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

Name of Event <i>Faculty Lunch - sponsored</i> <i>10th grade</i>	Event Date & Time <i>Wed, Feb 16, 2008</i>
Type of Event (circle all appropriate) All School <u>Grade Level</u> Upper School Middle School Administration Faculty Parent Council Fine Arts Other	Group responsible for putting on event: Admission Development Parent Council Other <i>10th grade parents</i>
Location: <i>Conf. Rm #1</i>	Set Up (draw diagram on back) <i>Tables in center w/ white + blue tablecloths, blue ice buckets</i>
Facilities Request Form Completed? <input checked="" type="checkbox"/>	HOSPITALITY CHAIR NAME (if involved)
EVENT CHAIR(S) NAMES 1. <i>Babs Smith</i> 2. <i>Kari McCrory</i>	SET UP CHAIR NAME <i>Babs Smith</i> CLEAN UP CHAIR NAME <i>Babs Smith</i>
Event Committee Names 1. 2. 3. 4.	PR Materials Approved by Lora Kolmer Director of Marketing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date
DECORATIONS CHAIR NAME <i>None - Anne Beame decorated impromptu</i>	Guest Count <i>100</i> Estimated Actual <i>did not count</i>
Where does PR appear? <input type="checkbox"/> Prep Talk <input type="checkbox"/> Flyer <input checked="" type="checkbox"/> Other <i>email</i>	Notes on refreshments
Notes on decorations:	Notes on refreshments:

BUDGET

Amount allocated in Parent Council Budget:			Total expenses (list separately below)		
Items/Expenses	Quantity	Cost	Receipt submitted?	Check Request submitted?	Donation Value?
<i>Soups</i>	<i>28</i>	<i>6.99 ea</i>	<i>Yes</i>	<i>No</i>	<i>\$214</i>
<i>Ceasar salad x2</i>	}	TOTAL <i>\$106.45</i>			
<i>turkey roll, meat,</i>					
<i>crackers + cheese,</i>					
<i>Sandwiches</i>					
<i>paper bowls, forks</i>					

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>Event Chair: Set up began at 11:15. Would recommend setting up earlier (1045) for a 12:15 lunch start. Metropolitan Mkt forgot our order, so it arrived as faculty arrived. Call to remind them. I ordered too many soups, only need 18, not 28 x3202.</p>	<p>Faculty Host: We served alot of vegetarian dishes which were very popular (from parents): veg chili, corn casserole, eggplant parmesan, frittata w/ salsa, fruit salad, corn + bean salad, lentil w/ red pepper salad. Wonderful desserts + homemade breads.</p>
<p>Hospitality Chair: <input checked="" type="checkbox"/> Leftover food? Left where? <u>Faculty</u> <input checked="" type="checkbox"/> Kitchen left clean? <u>Lounge</u> Yes</p>	<p>Parent Council Coordinator: Babs Smith</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

The Metropolitan Mkt
 veg. tomatoe soup was
 wonderful!