

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

Name of Event <u>10th Grade Parent Social</u>	Event Date & Time <u>5-4-08</u>
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 <u>10th Grade Parents</u>
Location: <u>Kopp Family Residence</u> Facilities Request Form Completed? <u>N/A</u>	Set Up (draw diagram on back)
EVENT CHAIR(S) NAMES 1. <u>Cathy Ho Kopp & Vansha Niek</u> 2. <u>Vandana Niek</u>	HOSPITALITY CHAIR NAME (if involved) <u>N/A</u>
Event Committee Names 1. 2. 3. 4.	SET UP CHAIR NAME CLEAN UP CHAIR NAME <u>N/A</u>
DECORATIONS CHAIR NAME <u>N/A</u>	PR Materials Approved by Lora Kolmer Director of Marketing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date
Where does PR appear? <input type="checkbox"/> Prep Talk <input type="checkbox"/> Flyer <input checked="" type="checkbox"/> Other	Guest Count <u>50</u> Estimated <u>23</u> Actual
Notes on decorations: 	Notes on refreshments

BUDGET

Amount allocated in Parent Council Budget: <u>2</u>			Total expenses (list separately below) <u>0</u>		
Items/Expenses	Quantity	Cost	Receipt submitted?	Check Request submitted?	Donation Value?

DUE TO PARENT COUNCIL COORDINATOR ON 5-18-08
 (due two weeks after the event)

EVENT RECAP/ COMMENTS

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

<p>Event Chair:</p> <p><i>The social was co-hosted by 3 10th Grade families on the Eastside. Hostesses provided entrees & other parents brought refreshments & desserts. The turn out was less than expected due to busy May schedules. We should aim to have the last parent social before May. Avoid major holidays such as Easter & Passover.</i></p>	<p>Faculty Host:</p>
<p>Hospitality Chair:</p> <p>___ Leftover food? Left where? _____</p> <p>___ Kitchen left clean?</p>	<p>Parent Council Coordinator:</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