

2009-2010 UNIVERSITY PREP POST-EVENT FOLLOW-UP FORM

Name of Event: <u>Tick Tock Performance</u>	Event Date & Time: <u>1/13/10</u>
Type of Event (circle all appropriate): All School Grade Level Upper School Middle School Administration Faculty Parent Council <u>Fine Arts</u> Other	Group responsible for putting on event: Admission Development Parent Council Other _____
Location: <u>Founders Hall</u>	Set Up (draw diagram on back):
EVENT CHAIR(S): 1. <u>Ali Lee</u> 2.	HOSPITALITY CHAIR (if involved): <u>N/A</u>
Event Committee Names: 1. 2. 3.	SET UP CHAIR: <u>Several Parents</u> <u>Rob Olson</u> CLEAN UP CHAIR: <u>help with this.</u>
DECORATIONS CHAIR: <u>All</u>	Were PR Materials needed and approved by Lora Kolmer, Director of Communications? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Where did PR appear? <input checked="" type="checkbox"/> Prep Talk <input checked="" type="checkbox"/> Flyer <input checked="" type="checkbox"/> Other <u>Tickets</u>	Guest Count: <u>100</u> Estimated <u>97</u> Actual
Notes on decorations: <u>We used a majority of what was in the Parents Closet. Cleared items & put away.</u>	Notes on refreshments: <u>All of the refreshments were provided for the cast, stage craft, cast party, intermission, rehearsals</u>

BUDGET

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

EVENT RECAP/ COMMENTS

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

Recap: <u>Please ask if this would be for the play production only or Play Production and stage craft for your count.</u>
Leftover food? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Left where? <u>Staff lounge. Only the food after the night of the performance.</u>

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.