

To: Lora Kolmer
 From: Camille R. Allen

Fax: 206.525.9659

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

Name of Event: <i>Upper School Play Intermission & Reception</i>			Event Date & Time: <i>5/14/09, 5/15/09, 5/16/09</i>		
Type of Event (circle all appropriate): All School Grade Level <u>Upper School</u> Middle School Administration Faculty Parent Council Fine Arts Other			Group responsible for putting on event: Admission Development <u>Parent Council</u> Other _____		
Location: <i>Commons & Upper Commons</i>			Set Up (draw diagram on back):		
EVENT CHAIR(S): 1. <i>Eileen Roux</i> 2.			HOSPITALITY CHAIR (if involved):		
Event Committee Names: 1. 2. 3. 4.			SET UP CHAIR: CLEAN UP CHAIR:		
DECORATIONS CHAIR:			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 <i>email</i>			Guest Count: <i>5/14 40</i> ____ Estimated <i>5/15 80</i> ____ Actual <i>5/16 120</i>		
Notes on decorations:			Notes on refreshments: <i>poured water for intermissions used purchased and parent donated cookies</i>		

BUDGET

Amount allocated in Parent Council Budget:			Total expenses (list separately below)		
<i>30 Intermission (3), 80 reception</i>			<i>\$ 87.06</i>		
Items/Expenses	Quantity	Cost	Receipt submitted?	Check Request submitted?	Donation Value?
<i>cookies</i>		<i>8.76</i>	<i>yes</i>	<i>yes</i>	
<i>fruit & soda</i>		<i>38.85</i>	<i>yes</i>		
<i>cookies</i>		<i>40.05</i>	<i>yes</i>		

87.06 total

EVENT RECAP/ COMMENTS

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

Recap: <i>when communication event and time be sure to separate event time & advertise accordingly. If time is taken off reservation form, the calendar states facilities reservation time not event time.</i>	
Leftover food? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Left where? <i>sodas in Parent Council closet fruit in faculty lounge</i>

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.