

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

Name of Event: <i>Winter Concert Reception</i>	Event Date & Time: <i>11/15/09 7⁰⁰-9⁰⁰ pm</i>
Type of Event (circle all appropriate): <input checked="" type="checkbox"/> All School <input type="checkbox"/> Grade Level <input type="checkbox"/> Upper School <input type="checkbox"/> Middle School <input type="checkbox"/> Administration <input type="checkbox"/> Faculty <input type="checkbox"/> Parent Council <input type="checkbox"/> Fine Arts <input type="checkbox"/> Other	Group responsible for putting on event: Admission Development Parent Council Other <i>Parents in M Arts</i>
Location: <i>Commons</i>	Set Up (draw diagram on back):
EVENT CHAIR(S): 1. <i>Eleanor Garrison</i> 2.	HOSPITALITY CHAIR (if involved):
Event Committee Names: <i>provided refreshments</i> 1. <i>Lisa Wichstrom Chandler</i> 2. <i>Bethi Fujikado</i> 3. <i>Gini Beck</i> 4. <i>Maggre Yamamoto</i> 5. <i>Andrew Talley-Rostov</i>	SET UP CHAIR: CLEAN UP CHAIR:
DECORATIONS CHAIR:	Were PR Materials needed and approved by Lora Kolmer, Director of Communications? <input type="checkbox"/> Yes <input type="checkbox"/> No
Where did PR appear? ___ Prep Talk ___ Flyer ___ Other	Guest Count: <i>75-100</i> Estimated <i>75-100</i> Actual
Notes on decorations: <i>No decorations. Flowers on reception tables.</i>	Notes on refreshments: <i>Few leftovers. Would not make coffee or tea next time as little consumed.</i>

BUDGET

Amount allocated in Parent Council Budget:			Total expenses (list separately below)		
Items/Expenses	Quantity	Cost	Receipt submitted?	Check Request submitted?	Donation Value?
<i>Water</i>	<i>2</i>	<i>\$ 5.48 ea</i>	<i>yes</i>	<i>yes</i>	
<i>Soft drinks</i>	<i>2</i>	<i>\$ 4.92 ea</i>	<i>yes</i>	<i>yes</i>	
<i>Donated cookies to eat</i>	<i>60 doz</i>				
<i>Donated cupcakes</i>	<i>9 doz.</i>				

EVENT RECAP/ COMMENTS

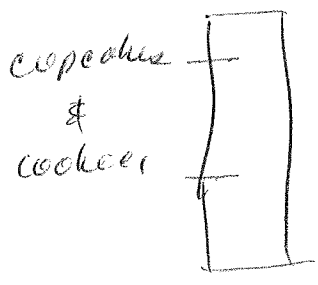
(What went well, needs improvement, adequate refreshments, volunteers, publicity, location, etc.)

Recap: <i>Reception held after concert. Good turnout. See notes on refreshments above.</i>
Leftover food? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Left where? <u><i>Teacher's lounge</i></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.

Commons (west end)

garbage can
○



garbage can
○

