

2009-2010

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

Name of Event: <i>Winter Concert Reception</i>	Event Date & Time: <i>12-17-09</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: <input type="checkbox"/> Admission <input type="checkbox"/> Development <input type="checkbox"/> Parent Council <input type="checkbox"/> Other _____
Location: <i>Commons</i>	Set Up (draw diagram on back):
EVENT CHAIR(S): 1. <i>Eleanor Garrison</i> 2.	HOSPITALITY CHAIR (if involved): <i>N/A</i>
Event Committee Names: 1. <i>Bonne Beyan</i> 2. 3. 4.	SET UP CHAIR: <i>N/A</i> CLEAN UP CHAIR:
DECORATIONS CHAIR: <i>N/A</i>	Were PR Materials needed and approved by Lora Kolmer, Director of Communications? <input type="checkbox"/> Yes <input type="checkbox"/> No
Where did PR appear? <input checked="" type="checkbox"/> Prep Talk <input type="checkbox"/> Flyer <input type="checkbox"/> Other	Guest Count: <i>75-100</i> <i>75-100</i> Estimated Actual
Notes on decorations: <i>Doingsetta as centerpiece on each table. U Prep table linens.</i>	Notes on refreshments: <i>Most refreshments were donated by parents who had volunteered to help with music program.</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>Cider / hot chocolate</i>	<i>1 box each</i>	<i>\$ 15.78</i>	<i>yes</i>		
<i>Candy canes</i>	<i>5 doz</i>	<i>\$ 4.35</i>	<i>yes</i>		
<i>* See back for refreshment donations</i>					

EVENT RECAP/ COMMENTS

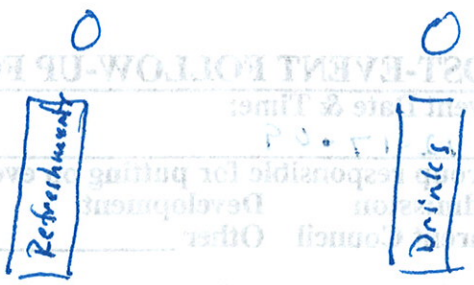
(What went well, needs improvement, adequate refreshments, volunteers, publicity, location, etc.)

Recap: <i>See back</i>
Leftover food? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Minimal</i> Left where? <i>teachers 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.

Set-up:

West Commons



Budget, cont. (All items donated by parents)

	Quantity	Donation value:
Cupcakes	8 doz.	\$40.00
Cheese	3 lbs	\$15.00
Crackers	2 lbs	
Sparkley cider	9 bottles	\$20.00
Bottled water	8 liters	\$8.00
Grapes	6 lbs	\$15.00

cookies 5 doz \$25.00

Event Recap:

- Ask parents donating refreshments to have food at front office by 3:45 so that committee can set-up.
- Takes about an hour to do initial set-up.
- Students are hungry & wandering through Commons during the performance as they await their performance time. Hold off putting out refreshments until performance is about over. Would be nice to have drinks / some snacks to kids while they are waiting.
- Refreshments: would increase cupcakes to 10 dozen. In addition, would serve 3 dozen gingerbread men cookies but no additional cookies.
- with 2 people, clean up takes about 45 minutes.