

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

↑ plus Art Show

Name of Event: Write Arts festival <i>Into the Woods - Intermission & Reception</i>	Event Date & Time: 10/4, 12/5, 12/6 during & after play (9-9:30)
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 checked="" type="checkbox"/> Fine Arts <input checked="" type="checkbox"/> Other	Group responsible for putting on event: <input type="checkbox"/> Admission <input type="checkbox"/> Development <input checked="" type="checkbox"/> Parent Council <input type="checkbox"/> Other _____
Location: U Prep Commons	Set Up (draw diagram on back): <div style="text-align: right;">→</div>
EVENT CHAIR(S): 1. Conrail Ritter 2. Eileen Roux	HOSPITALITY CHAIR (if involved):
Event Committee Names: 1. Jim Beck 2. Rachel Haroun & Kim Graham 3. Sally Reeve & Joan Ukonnenkamp 4. Francis Vega (also did last party)	SET UP CHAIR: CLEAN UP CHAIR: all helped. <i>1st night at least 3 total to help - of 3 2nd & 3rd nights; 2 with intermission only.</i>
DECORATIONS CHAIR: <i>after reception</i>	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>happenings, Prep Talk, Hill School email</i>	Guest Count: <i>haus was close to capacity every night @ 79</i> <u>100</u> Estimated per night <u>200</u> Actual per night
Notes on decorations: <i>blue painted pambetta from Home Depot, white & blue linens from PC closet.</i>	Notes on refreshments: <i>Per event: 2 red grapes from Costco, 300 holiday cookies (homemade & Costco), 4 small bags of candy & 100 cups of water, coffee / decaf / tea / cream / sugar. Buy box of shortbread cookies for extras, used leftover fruit juices & cookies from PC closet too.</i>

BUDGET

Amount allocated in Parent Council Budget:			Total expenses (list separately below)		
Items/Expenses	Quantity	Cost	Receipt submitted?	Check Request submitted?	Donation Value?
cookies, candy pambettas					
grapes & bottled water		115.15	✓	✓	
shortbread cookies for intermission boxes	12	12	✗		12

EVENT RECAP/ COMMENTS

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

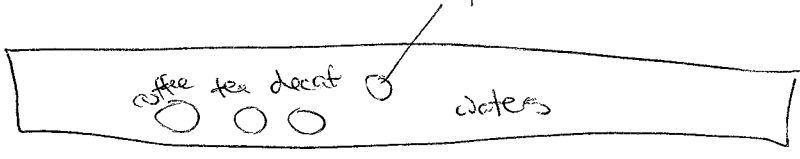
→ great served beverages at intermission.

Recap: Liked that we eliminated concessions. Night of no reception we served cookies at intermission. Remind teachers about all school email & to announce reception & art display at end of play. Liked switch to hot air pits vs by ones. Also switch to cups of water vs bottled water. Could use more baked goods but prep parents very busy during this time.	127.15
Leftover food? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Left where? <u>Faculty lounge</u>	maybe recruit more visual arts parents to bake, connect w/ visual

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.

arts teachers at beginning of school year, 2 weeks out, week out.

for intermission: 1 table - pmsotta



for reception: 2 tables

