

**PARENT COUNCIL POST-EVENT FORM**

*(After an event, please fill out this form and send to* [*adean@universityprep.org*](mailto:adean@universityprep.org)*)*

EVENT NAME:

DATE:

LOCATION:

PEOPLE RESPONSIBLE (should future PC members want to contact you):

SET UP NOTES:

CLEAN UP NOTES:

REFRESHMENTS (please list item, quantity, cost, and whether you were reimbursed):

ADDITIONAL COMMENTS: