

**EVENT REPORT & EXPENSE REPORT 2012-2013**

**EVENT TITLE: Fall Open House\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVENT DATE/LOCATION: CHS Nov 15th, 2012**

**CHAIR(S) OF EVENT: Marci Taylor, Stacey Hoaglin**

**DETAILS FOR SUBSEQUENT PLANNING PURPOSES:**

**\*We have at least 1 pre-planning meeting with Mr. Emery and his assistant.**

**\*We are the recipient of parent volunteer emails. We put the spreadsheet together for Mr. Emery's office of parent volunteers. Mr. Emery's office decides 'who goes where'. We check the parent volunteers in the day of the Open House and direct them to their assigned posts.**

**\*We are responsible for ordering the tablecloth rentals that go on the cafeteria tables for the dinner. ??**

**\* We decorate the cafeteria for the dinner. This includes putting the tablecloths on the tables, the center pieces and the placemats and napkins.**

**\* We make sure we have sufficient number of blue and gold placemats and napkins. These are purchased from Cash and Carry. We make sure that the napkins are pre-folded for the dinner. We advise the freshmen football team where to find the supply of these items as they replace the placemats and napkins throughout the dinner time.**

**\*At the end of the evening, we remove the tablecloths and set them aside for the linen rental to pick up.**

**\* We clear the tables of salt/pepper shakers, put the center pieces back in the Mom's club closet and do general tidying-up of the cafeteria.**

**We are responsible for stuffing the packets that are handed out at Open house:**

**\*We are responsible for obtaining volunteers and setting up a time to stuff packets to be handed out to prospective students during open house. This usually occurs about a week prior to Open House. Last year we had about 15 volunteers and we were done in about an hour. In past years, we've had about 6 volunteers and it took us about 3 hours.**

**\*We coordinate with Mr. Emery's office as to when the data for the packets is to be delivered to CHS so stuffing can be completed.**

**OUTSIDE RESOURCES/PHONE NUMBERS/EMAILS FOR FUTURE REFERENCE:**

 **\*Linen Rental: Mr. Emery's office has this info.**

**\*Cash and Carry for place mats and napkins**

**\*Florist: Mr. Emery's office has this info**

**EXPENSES:**

**Mom's Club has no expenses as part of Open House.**

**REIMBURSEMENT REQUEST TO:**

**Ann Bagwell, CHS MC Treasurer, 7141 Huntington Drive, Indpls., IN 46240**