

Program Data Sheet

Name of Event: Basket class – Strawberry Pie Basket		
Date: February 19, 2004	Day of Week: Thursday	Time: 6 - 10 p.m.
Location: Frame & Craft Shop	Information Phone #: 788-2728	Price: \$36
Program Coordinator: Arlene Wallace		
Phone #: 788-2728	Fax #: 788-3786	e-mail Address: wallacea@Monroe.army.mil
Purpose of the Event: Provide on going basket classes for patrons as requested		

Key POCs

Name	Requirements	Phone #	Fax #	e-mail	Actions
Casemate\ezine	Publicity				
In house	Equipment				
In house	Supplies				
	Audio/video				
	Decorations				
	Food & Beverages				
	Procurement				
In house	Set-up / Clean-up				
	Other				

These classes are run monthly and are filled. Upon request we will do another of same class if there is the demand.

After Action Report

Financial Analysis

Sales:	\$468.00	Notes: 1.) COG is the actual cost of materials for class. 2.) Teachers salary for 4 hours to teach the class and one hour for NAF Flex to cut spokes for class.
COGS:	\$190.00	
Other Revenues:	\$60.00	
Labor:	\$79.00	
Other Expenses:		
NIBD:	\$259.00	

Program Analysis

Attendance: 13	Februay20, 2004
Elements to Change: none	
Elements to Add: None	
Other Comments: Next class is 25 March and filled with 12 students.	