

Program Data Sheet

Name of Event: Stained Glass Class			Pilot Program
			Revised program
		X	Repeat Program
Date: 20 January 2004	Day of Week: Tuesday	Time: 6 – 8 p.m.	
Location: Frame & Craft	Information Phone #: 788-2729	Price: \$40 and \$50 + supplies	
Program Coordinator: Arlene P. Wallace			
Phone #: 788-2728	Fax #: 788-3786	e-mail Address: wallacea@Monroe.army.mil	
Purpose of the Event: To promote the art of Stained Glass, satisfy customer needs and requests.			
Indicator/Measure of Success: The classes continue to draw interest and patrons			
After Action Report (AAR) Comments from Prior Event(s): none			

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 the same class if there is the demand.

After Action Report

Financial Analysis

Sales:	\$300	Notes: 1.) Class is taught by contract instructor. Her salary is included in the COG line. 2.) There is little work for our staff for this class other than to be open and take their money.
COGS:	\$180	
Other Revenues:	\$175	
Labor:	contract	
Other Expenses:		
NIBD:	\$295	

Program Analysis

Attendance: 4	
Indicator/Measure of Success: Repeat Patrons and continued interest in stained glass as a hobby.	
Elements to Change: none	
Elements to Eliminate:	
Elements to Add:	
Other Comments:	