Program Data Sheet

Name of Event: Parents Night Out		Pilot Program Revised program X Repeat Program
Date: April 2, 2004	Day of Week: Friday	Time: 6-9 pm
Location: CAC	Information Phone #: 3957	Price: Free if already enrolled $1.50 for others.
Program Coordinator: Donna Ballance		
Phone #: 3957	Fax #: 3786	e-mail Address: ballancde@monroe
Purpose of the Event: To allow parents a break (evening to themselves) by providing extended child care hours (9/9:30pm). In celebration of month of the military child.		
Indicator/Measure of Success: Positive comments from parents		
After Action Report (AAR) Comments from Prior Event(s):		

Key POCs

Name	Requirements	Phone #	Fax #	e-mail	Actions
SAS	Publicity	3957	3786	ballancde@monroe	e-zine / flyer
	Equipment				
	Supplies				
	Audio/video				
	Decorations				
	Food & Beverages				
	Procurement				
	Set-up / Clean-up				
	Other				

After Action Report

Financial Analysis		
Sales:		Notes: This was a free event.
her Revenues:	0.00	were able to
	80.00	adjust some work schedules so labor was not so high.
Other Expenses:		
NIBD:	-80.00	Parents paid the fee for the movie theater.

Program Analysis	
Attendance:	
Indicator/Measure of Success:	Successful.
Elements to Change:	
Elements to Eliminate:	
Elements to Add:	
Other Comments:	Requirement for SAS program. Not a money-maker. Keep the same. Children enjoyed the evening @ the movie theater.