Feb 27

Program Data Sheet

Name of Event: Annual Family Night Theme: Hawaiian Luau		Pilot Program Revised program X Repeat Program
Date: February 11	Day of Week: Wednesday	Time: 530-7:00 pm.
Location: CAC	Information Phone #: 3957	Price: Ø
Program Coordinator: Donna Ballance		
Phone #: 3957	Fax #: 3786	e-mail Address: ballandc@monroe

Purpose of the Event: To provide an evening of entertainment for the parents with songs, skits, dances performed by the children. Build staff/parent relations.

Indicator/Measure of Success: 90% attendance by parents.

After Action Report (AAR) Comments from Prior Event(s):

Key POCs

Name	Requirements	Phone #	Fax #	e-mail	Actions
SAS	Publicity	3954	3786	ballandcmonroe	in house flyer
	Equipment				
	Supplies				
	Audio/video				
	Decorations				
	Food & Beverages				
	Procurement				
	Set-up / Clean-up				
	Other				

After Action Report

Financial Analysis		
Sales:	0.00	Notes: This is a free event. No Revenue.
	0.00	
	69.84	
Other Expenses:	200.00	
NIBD:	269.84	

Program Analysis	
Attendance:	
Indicator/Measure of Success:	
Elements to Change: This is the first year we offered Family Night on a Friday. This was NOT a good night. The majority of the parents are anxious to get home early after a long week. We need to go back to Wednesdays. - better turn out.	
Elements to Eliminate:	
Elements to Add:	
Other Comments:	