

Program Data Sheet

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| Name of Event: Basket class - Flag Basket | | |
| Date: 12 June 2003 | Day of Week: Thursday | Time: 6 - 10 p.m. |
| Location: Frame & Craft Shop | Information Phone #: 788-2728 | Price: \$30 |
| 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

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|-----------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sales: | \$420.00 | Notes: 1.) COG is the actual cost of reed, handles and ash strips. 2.) Teachers salary for 4 hours to teach the class and one hour for NAF Flex to cut spokes and mark centers. |
| COGS: | \$92.00 | |
| Other Revenues: | \$50.00 | |
| Labor: | \$75.00 | |
| Other Expenses: | | |
| NIBD: | \$303.00 | |

Program Analysis

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| Attendance: 14 | June 12, 2003 |
| Elements to Change: none | |
| Elements to Add: None | |
| Other Comments: taking the next two months off and will resume classes in September. Next class date is 4 Sep with 8 students signed up already. Class will fill before Sep. | |