

Program Data Sheet

Name of Event: Christmas Tree Basket			Pilot Program
			Revised program
		X	Repeat Program
Date: 4 December 2003	Day of Week: Thursday	Time: 6 – 10 p.m.	
Location: Frame & Craft	Information Phone #: 788-2729	Price: \$30	
Program Coordinator: Arlene P. 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.			
Indicator/Measure of Success: They keep coming back.			
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:	\$390	Notes: 1.) COG is actual cost of reed, handles and beads. 2.) Teachers salary for 4 hours to teach the class and one hour for NAF Flex to cut spokes.
COGS:	\$90	
Other Revenues:	\$155	
Labor:	\$75	
Other Expenses:		
NIBD:	\$380	

Program Analysis

Attendance: 13	
Indicator/Measure of Success:	
Elements to Change:	
none	
Elements to Eliminate:	
none	
Elements to Add:	
none	
Other Comments:	
Next basket class is Jan 8 th and is filled already with 13 students at \$36 each.	