

Program Data Sheet

Name of Event: Open House – Frame & Craft			Pilot Program
			Revised program
		x	Repeat Program
Date: 9 Dec 2003	Day of Week: Tuesday	Time: noon – 7 p.m.\	
Location: Frame & Craft	Information Phone #: 788-2728	Price: free	
Program Coordinator: Arlene P. Wallace			
Phone #: 788-2728	Fax #: 788-3786	e-mail Address: wallacea@Monroe.army.mil	
Purpose of the Event: To thank our customers for their support through out the year and for exposure to those who don't know we are here.			
Indicator/Measure of Success: a great success			
After Action Report (AAR) Comments from Prior Event(s):			

Key POCs

Name	Requirements	Phone #	Fax #	e-mail	Actions
Casemate ezine and marquee	Publicity				
	Equipment				
	Supplies				
	Audio/video				
	Decorations				
In house volunteers and staff	Food & Beverages				
	Procurement				
	Set-up / Clean-up				
	Other				

After Action Report

Financial Analysis

Sales:	\$700	Notes: This is not an event to make money but we always do take in money and framing orders. We want to thank our customers and try to attract new ones. We always get positive feed back from event.
COGS:	\$300	
Other Revenues:		
Labor:	\$41	
Other Expenses:	\$70	
NIBD:	\$289	

Program Analysis

Attendance:	150 and more
Indicator/Measure of Success:	good
Elements to Change:	none
Elements to Eliminate:	
Elements to Add:	
Other Comments:	This is an event our Volunteers go all out for making food and bring in. All the staff makes items and bring them in but the volunteers really out do themselves. We appreciate them greatly.