EVENT EVALUATION for NON-CATERED EVENTS

EVENT: Chili Fest

DATE: January 1, 2023

HOSTS: Amy Daniels & Sally Allen

PRICE PER MEMBER: $15 PRICE PER GUEST: $18

# OF MEMBERS ATTENDED 111 # OF GUESTS ATTENDED 13

FACILITY USED: Event Center

KITCHEN HELP: Wait Staff COST: $300

COST OF DECORATIONS/MISC. ITEMS PURCHASED: Soup cups /plates /dried beans (center piece) /blue plastic tablecloths /paper flames (center piece)

COST OF PURCHASED FOOD: $338.37 DRINKS: BYOB - free champagne left over from holiday party.

TOTAL EXPENSES: $approx. $798.37 TOTAL REVENUE: ?

ITEMS USED FROM THE STORAGE LOCKER: Plates /black round tablecloths (15) /chip bowls

WHAT WAS VERY SUCCESSFUL? Flow to the food tables. Setting plates and soup bowls at each place setting. Cornbread and salad served in main dining room. Several volunteers delivering ice cream bars to each table.

WHAT COULD HAVE BEEN IMPROVED? Confusion due to last minute attendees (past deadline date) and name tags.

Remove “cap” on invite/website regarding the number of attendees allowed. Add wording regarding registration deadline onto flyer. Create a wait list. If you paid and can’t attend email \_\_?\_\_\_. Final registration list should be shared with Hosts and Greeters.

SUGGESTIONS FOR OTHER HOSTS: Host needs final registration list to cross-check with name tags. Be sure to ask for access to dish room!!! Bakers and chili makers need to label ingredients and bring serving items.

SUBMITTED BY: Amy Daniels & Sally Allen Date1/24/2023

Send this form to TC Treasurer with receipts for payment and also send a copy the TC President

Approved: