



Monterey County Leader's Council **END OF EVENT REPORT**

Club in Charge: King City Rural

Adult Chairs: Carla Ackerman, Kristin Iverson, Trina Harau, TJ Plev
Louise DeJani, Shene Hinkle

Youth Chairs: Committee - 8 members

Name of event: County Dance Date: _____

Time 6-9pm Location Soledad High School

Money budgeted 750- Actual money spent (with receipts) 800.

Fees charged 5- Add a separate additional page listing all itemization

Donations - \$ amount _____ for what _____

From whom? _____ have they been thanked? _____
 Add a separate additional page listing all donations

OUTPUTS: (results)

Number of members in attendance 85

Number of adult volunteers in attendance 12

Was this a chaperoned event? If so, number of chaperones yes Ratio 1:7

List or attach additional support materials that identify the following:

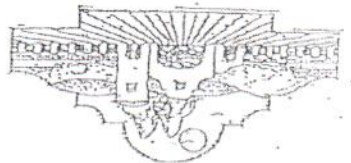
- Budget
- Flyer
- Menus/ snack items
- Items made
- Schedule/program
- Scholarships Offered
- Names and contacts of special guests
- Special staff (Nurses, lifeguards, cooks, etc.)
- Location of where are photos stored

Use these checklists to arrange for all needs well in advance. Try to delegate tasks to members so that your committee works as a whole to ensure success.

Equipment used

Who?	Task	How many?	Notes
Gracie K 4-H	Venue		Soledad High - Donated USA
"SHS"	Lectern		
"SHS"	Stage/Platform		
"SHS"	Trash Cans		
KCR	Cash Box		
—	Parking Permits		
SHS	Tables		
SHS	Chairs		
—	Head Table		
—	Coat Rack		
—	Barricades		
SHS	Fire Extinguisher		
SHS	Electrical Outlets		
—	Portable Toilets		
—	Tent/Tarp		
KCR	Food/Beverage Service (catering)		
—	LCD Projector		
	Microphone/Speaker		
—	DVD Player		

				Pens	KCR	for sign-in
				Pencils		
				Tape	KCR	Painters tape -
				Decorations	KCR	
				Tablecloths/Linens	Greenfield	
				Food	KCR	
				Beverage Containers	KCR	
				Plates	KCR	
				Water	KCR	
				Napkins	KCR	
				Food Utensils	KCR	
				Food - list below (add cost is possible)		
				Pulled Pork		
				rolls		
				Fruit		
				chips		
				Desserts		
				Punch		
				waters		
				\$ 5		



Soledad Unified School District
Use of Facilities

831-759-7386 Lorin Hoffmann - Lwz

Date of Event: 9/9/17 Nature of Event: Awards, dinner + recreation

Organization: Mo Co 4-H School Requested: SHS

Requested By: Room Requested:

Date Requested:

In the space below, please indicate the number of tables, chairs, AV equipment, etc., you will need. Please draw a sketch of how you want it set up.

2 long tables for refreshments
2 long tables for Dinner items and drinks
Sound system with microphone
Podium for announcements
Extension cord
Table for sign in of all guests at entrance door
American flag for salute
Seating for 100 people facing the podium
Tables for dinner to seat 70

FOR INFORMATION

Scheduled By:
Date:

CC: District Office
Requesting Party
MOT

Supply Needs			Completion	Task	By Who	Notes	Date
				Maps (for directions)			
				Directional Signs			
				Posters	KCE		
				Cash Box/Change	KCE		
				Trash Bags			
				Name Tags			
				Tickets	KCE	raffle - Door prizes tickets	
				Markers			
				Printed Programs			
				Flipcharts			
				Paper			
				Pins/Tacks			
				Stapler			
				Staples			

				Sound System (Cd/Music player)			KCE
				Laptop			-
				Camera			KCE
				Screen			-
				DJ - \$250 -			
				Photo Booth \$300 -			

DJ MADONNA

Professional DJ and Lighting Services
831-210-4434 831-240-3934
DJ.Madonna.BGS@gmail.com
www.DJMadonna.com

Date: Sept. 2017

CLIENT INFORMATION

Name of Client(s): King City Rural 4H ---Contact: TJ
Contact Phone Numbers: 1-916-257-2502
Street Address:
Email Address:

EVENT INFORMATION

Date of Event: Sept. 9, 2017 Day of Week: Saturday
Time Of Event-Begin: 6pm End: 8pm Total Hours: 2

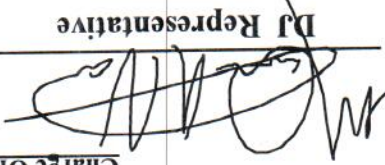
Type of Event: Dance for 4H
Event Location: Soledad High School
Address: 425 Gablian Drive Soledad
Preferred DJ Setup Area: Stage of Gym
Number of Guests Expected: 50+
Colors/Theme: -----
Second setup required? ** no

MUSIC SELECTION

Decades: 50's 60's 70's 80's 90's 00's 10's
Old School Soul Funk Oldies R&B Pop Freestyle Hip Hop Country Rock Jazz
Spanish--Styles: _____
Special Requests: List provided _____

* Please Attach A Music List or Email List Two Weeks In Advance*

Flat Rate \$250
Price Per Hour: \$175 x XX Hours = 2
Travel Charge (+25 Miles): _____
Special Light Setup: _____
Extra Set-up** 9/9/2017
Contract Price Total: \$250
Deposit: _____
Total Due By Event: \$250
Minimum Deposit \$100.00-Transferable-Non-Refundable
Charge Of \$85 For Each 1/2 Hr of O.T.

DJ Representative


Client Representative _____

Please Make Checks Payable to Madonna Varela

Catch a wave at the 4-H Luau!

County wide 4-H dance and dinner
September 9th 2017, 6:30-9:00 PM

At Soledad High School multi purpose room

\$5 dollar admission includes:

- DJ Music and Dancing
- Themed Photo-Booth
- Games and Prizes
- Adult chaperones
- Dinner - Pulled Pork Sandwiches and Sides
- Drinks

This is a "drop off" event for 4-H members. However, a signed medical release form must be provided at check in. Cloverbuds must have a parent stay. Payment can be made by club or, by the member at the door the night of. For safety purposes, all members will be "checked in" and "checked out" by the Chaperones provided.

RSVP to kingcityrural4h@gmail.com by September 4th Aloha!

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/amstaff/files/215244.pdf>)

Inquiries regarding ANR's nondiscrimination policies may be directed to John I. Sims, Affirmative Action Compliance Officer/Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.

Club RSVP form. Please fill out all names of those attending and a check from your club.

