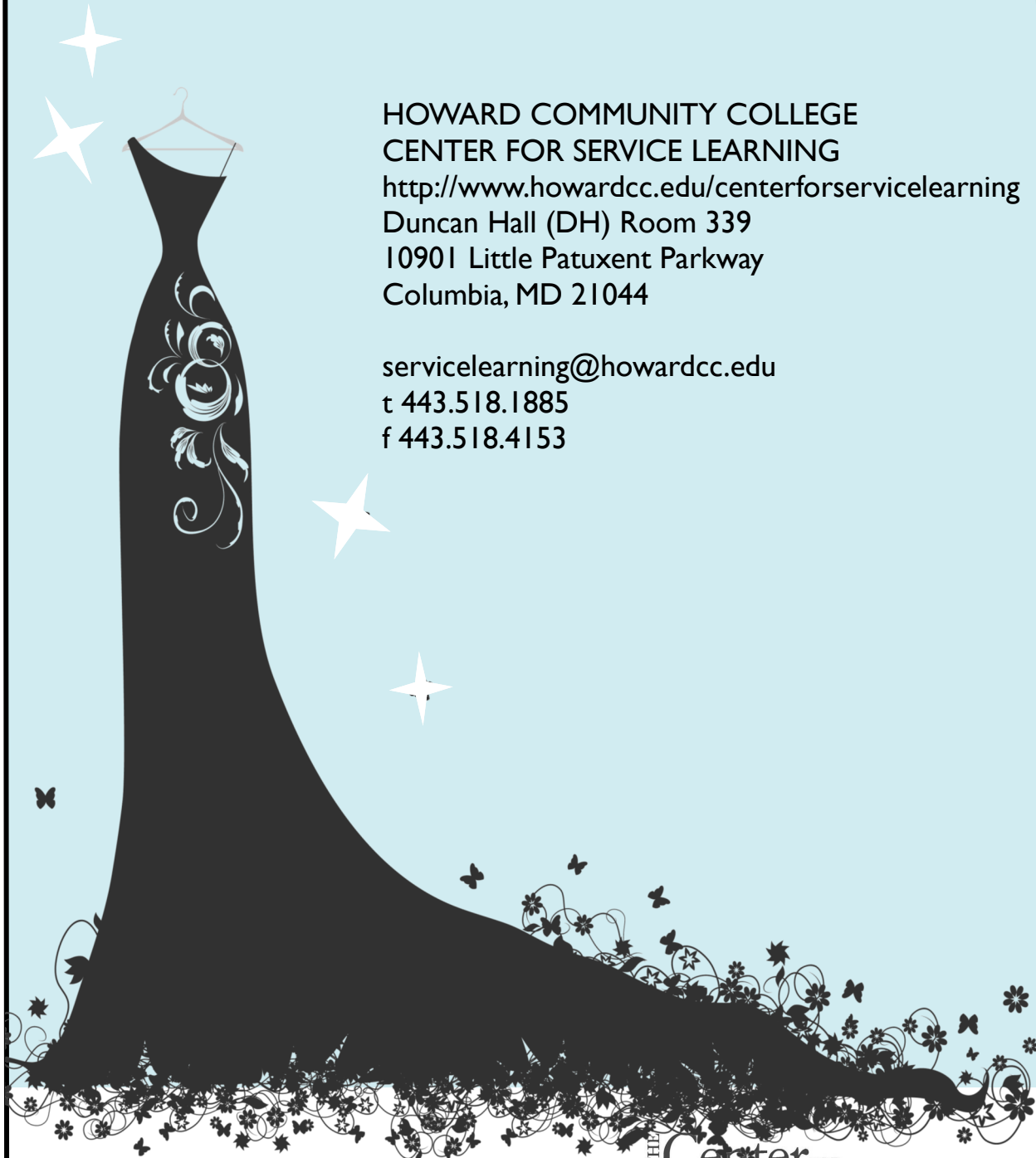


The Perfect Prom Project



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THE Center FOR
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HOWARD COMMUNITY COLLEGE



The Perfect Prom Project Handbook

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Service Learning at Howard Community College

What is Service Learning?

Service Learning combines service to the community with student learning in a way that improves both the student and the community. According to the National and Community Service Trust Act of 1993:

Service Learning:

- Is a method whereby students learn and develop through active participation in thoughtfully organized service that is conducted in and meets the needs of communities
- Is coordinated with an elementary school, secondary school, institution of higher education, or community service program and the community
- Helps foster civic responsibility
- Is integrated into and enhances the academic curriculum of the students, or the education components of the community service program in which the participants are enrolled
- And provides structured time for students or participants to reflect on the service experience.

What does Service Learning look like?

In colleges and schools, service learning is part of the academic curriculum. In community organizations, youth develop practical skills, self-esteem, and a sense of civic responsibility. Examples of service-learning projects include: preserving native plants, designing neighborhood playgrounds, teaching younger children to read, testing the local water quality, creating wheelchair ramps, preparing food for the homeless, developing urban community gardens, starting school recycling programs, and much more.

Why is Service Learning important?

A national study of Learn and Serve America programs suggests that effective service learning programs improve academic grades, increase attendance in school, and develop personal and social responsibility. Whether the goal is academic improvement, personal development, or both, students learn critical thinking, communication, teamwork, civic responsibility, mathematical reasoning, problem solving, public speaking, vocational skills, computer skills, scientific method, research skills, and analysis.

Howard Community College

Service Learning Prohibited Activities

I. Service Learning students may not:

- A. Engage in any activity that may influence legislation
- B. Organize or engage in protests, petitions, boycotts or strikes
- C. Assist, promote, or deter union organizing
- D. Impair existing contracts for services or collective bargaining agreements
- E. Engage in partisan political activities or other activities designed to influence the outcome of an election to any public office
- F. Participate in, or endorse, events or activities which are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- G. Engage in religious instruction; conduct worship services; provide instruction as part of a program that includes mandatory religious instruction or worship; construct or operate facilities devoted to religious instruction or worship; maintain facilities primarily or inherently devoted to religious instruction or worship; or engage in any form of religious proselytization.

II. Fund Raising

- A. A Service Learning student's service activities may not include organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar activities designed for the sole purpose of raising capital or obtaining contributions for the organization.

Students may engage in any and all of these activities on their own time.



What is The Perfect Prom Project?

“The Perfect Prom Project” is an event that will reach out to low-income high school women who are currently juniors or seniors in Howard County allowing them to have a memorable prom experience at a reduced cost.

From the cost of the dress, shoes and accessories, to hair, make-up, tickets and transportation, many young women will have to forfeit going to their prom because 4.6% of Howard County children, ages 5-17, are living below the poverty level. VISA completed a survey in 2011 concluding that the average prom experience costs approximately \$800, a cost that many families are unable to afford.

The idea for this project is based on a model started by Montgomery Community College in the 2010-2011 school year where they reached out to approximately 70 women sending them invitations to come to a “Prom Party” where they would be able to pick out a prom dress, shoes, and accessories free of charge. Similarly, we hope to reach out to women in Howard County allowing them to choose a prom dress, shoes and accessories free of charge to make their prom day special.

The most important component of this project is naturally the dress, shoes and accessories donations from students on campus as well as the community. A donation drive, sponsored by HCC’s Professional/Technical Constituency group and supported by the Student Program Board, is running from January 17th until February 17th. These collected donation items will be used to create a separate “boutique” for dresses, shoes and accessories.

As a student in HMGT 164, you will use the planning and budgeting theories you learn in class to help execute this event. Each student will apply for and fill a specific job with defined event execution responsibilities. Different jobs will include choosing a theme for decorations, creating a menu, designing activities for the girls in the waiting area, coordinating registration practices, among many others. Leading up to the event you will work closely with your instructor and classmates to plan this event. You will also be required to attend and assist in running the event on March 20th.

On the day of the event, the women will choose their dress from a boutique style room where they will be able to shop with their own personal stylist and try on the dresses, accessories, and shoes. The purpose of the event is to make these women feel beautiful in their dream dress for their high school prom, a very special day in a young woman’s life.

High School Proms: The New Budget Buster

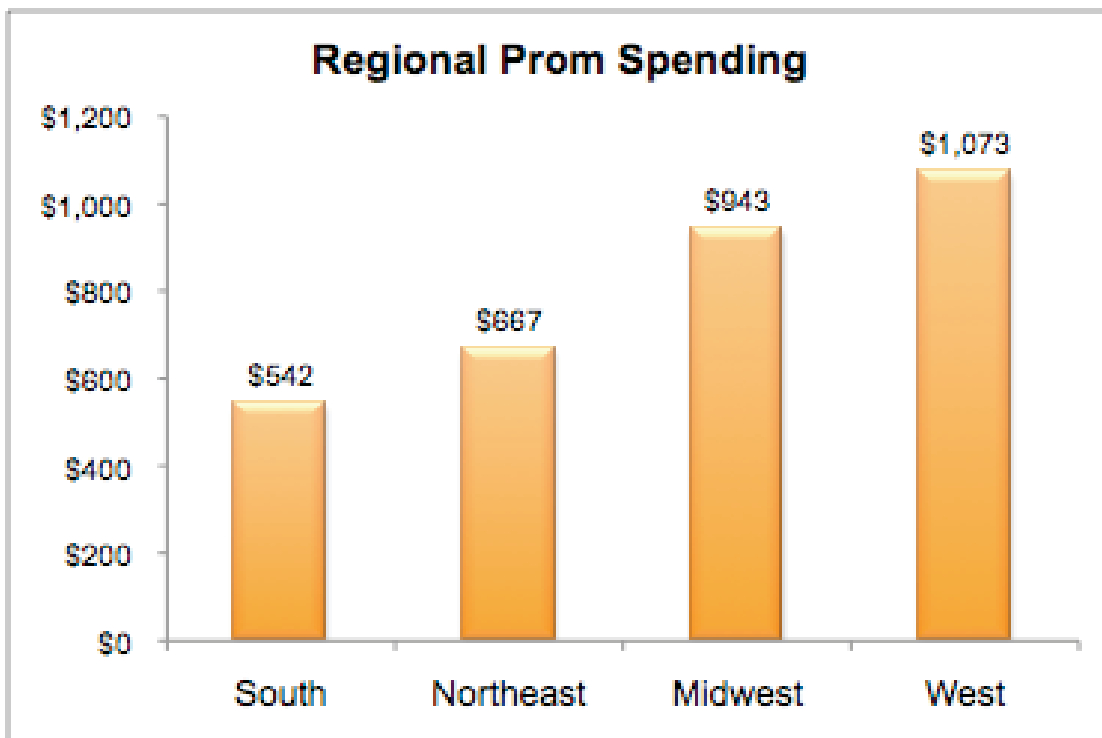
VISA Survey: Families will spend an Average of \$807 on Prom.

Are American families overspending on proms? A new survey released by Visa Inc. shows that the average family with a high school student attending prom will spend \$807 – a surprisingly large number.

Despite continuing economic challenges for many families, teenagers and their parents appear willing to spend a significant sum on prom attire, transportation, tickets, flowers, pictures, and other items for this annual social ritual.

Additionally, economic and regional disparities clearly exist in prom spending. The survey found:

- Southerners will spend an average of \$542
- Northeasterners will spend an average of \$667
- Midwesterners will spend an average of \$943
- Westerners will spend an average of \$1,073
- Parents who make less than \$50,000 will spend \$778
- Parents who make more than \$50,000 will spend \$916



Defying this trend, nearly a quarter of families will spend nothing on prom, likely indicating they are not attending. Overall, 22% of families who have teenagers will not spend any money on the prom. In the Southern and Midwestern states, that number jumps to 29% and 27% respectively.

About the 2011 Prom Spending Survey

The survey results are based on 1,000 telephone interviews conducted nationally from April 21-April 24, 2011 in cooperation with GFK Roper OmniTel.

Dates to Remember

Below you will find important dates for this event as well as due dates.

January 17-February 17

Dress donation drive to collect dresses, shoes, and accessories for event.

January 31, 2012

6:30 pm In- class orientation about the program and walk through of the RCF 4th floor.
Students will select their top three job choices and submit applications for homework.

February 28, 2012

In class RCF 4th floor final layout is due.
Final catering plan is due.

March 6, 2012

9:00 pm Completed *Available Materials*, *Purchase Planning Sheet*, and *Print Request Sheet* must be submitted to your instructor.

March 13, 2012

6:00 pm Pre-Conference Meeting about event during class.
Final guest count provided to caterer.

March 19, 2012

noon-4:00 Event Set-Up (any students available during this time are asked to help).

March 20, 2012

noon-4:00 Event Set-Up (any students available during this time are asked to help).
Coordinators should try to be here to make sure their area is set-up correctly.

5:00 Pizza and Team Meeting (all students should try to arrive by 5).

5:30-6:30 Final Set-Up/Preparations.

6:15 Greeters/Escorts begin to wait downstairs for girls to arrive.

6:30-8:30 Event

8:30-9:30 Clean-Up (all students are expected to stay and assist in clean-up).

Job Descriptions

On the day of the event, each of you will have a job. You will choose your top three job choices and apply for the jobs in class. Read the descriptions carefully and be able to defend why you are a good candidate for each position.

Accessories Stylists

The Accessories Stylists will have artistic control over the clutches and jewelry displays in the accessories room on the day of the event. Stylists will also manage the various displays and help girls find their dream accessories. Some display materials will be provided, however there is no budget for this position.

Desired Abilities:

Candidates should have strong organizational and interpersonal skills. Experience creating visually inviting displays and working in customer service settings is helpful. Knowledge of jewelry styles and trends is helpful.

Activities Coordinator

The Activities Coordinator will work closely with the Activities Specialists to design and execute programming for the girls while they are waiting to try on dresses. The Activities Coordinator will be responsible for maintaining project costs and keeping a detailed record of spending based on a pre-determined budget. Some materials may be provided outside of the budget.

Desired Abilities:

Candidates should have experience planning successful and engaging activities while being mindful of the interests of the age group in attendance. Experience adhering to a budget is essential. Candidates should thrive when working with others in group settings and have strong communication and interpersonal skills.

Activities Specialists

The Activities Specialists will work closely with the Activities Specialists to design and execute programming for the girls while they are waiting to try on dresses.

Desired Abilities:

Candidates should have experience planning successful and engaging activities while being mindful of the interests of the age group in attendance. Candidates should thrive when working with others in group settings and have strong communication and interpersonal skills.

Catering Coordinator

The Catering Coordinator(s) will work closely with an on-campus caterer to select an appropriate menu for the event. The Catering Coordinator will be responsible for maintaining project costs and keeping a detailed record of spending based on a pre-determined budget.

Desired Abilities:

Candidates should have prior experience with event-catering. Experience adhering to a budget is essential. Candidates should have strong communication and interpersonal skills in order to keep lines of communication open between the caterer and coordinator.

Positions continued on pages 9 & 10

Job Descriptions cont.

On the day of the event, each of you will have a job. You will choose your top three job choices and apply for the jobs in class. Read the descriptions carefully and be able to defend why you are a good candidate for each position.

Decoration Coordinator

The Decoration Coordinator will work closely with the Decoration Specialists to determine the theme of the event and style of decor. The Decoration Coordinator will be responsible for maintaining project costs and keeping a detailed record of spending based on a pre-determined budget. Some materials may be provided outside of the budget. The Decoration Coordinator will be responsible for following certain parameters during the purchasing process as well as following specific decoration guidelines to adhere to the room requirements.

Desired Abilities:

Candidates should have experience decorating / creating visually appealing spaces. Strong organizational and time management skills are a must. Successful experience working in a group setting and experience adhering to a budget among other regulations is essential.

Decoration Specialists

The Decoration Specialist will work closely with the Decoration Coordinator to determine the theme of the event and style of decor. The Decoration Specialists will be responsible for following specific decoration guidelines to adhere to the room requirements.

Desired Abilities:

Candidates should have experience decorating / creating visually appealing spaces. Strong organizational and time management skills are a must. Successful experience working in a group setting and experience adhering to regulations is essential.

Footwear Stylists

The Footwear Stylists will have artistic control over the shoe display in the accessories room on the day of the event. Stylists will also help girls find their dream shoes. Some display materials will be provided, however there is no budget for this position.

Desired Abilities:

Candidates should have strong organizational and interpersonal skills. Experience creating visually inviting displays and working in customer service settings is helpful. Knowledge of footwear sizing and style trends is helpful.

Greeters/ Escort

The Greeters/Escorts will guide/escort the ladies from the elevator to the registration table.

Desired Abilities:

Strong interpersonal skills are important, you will be talking to many different people throughout the evening. Upbeat, inviting personality is helpful

Positions continued on page 10

Job Descriptions cont.

On the day of the event, each of you will have a job. You will choose your top three job choices and apply for the jobs in class. Read the descriptions carefully and be able to defend why you are a good candidate for each position.

Personal Stylists

The Personal Stylists will work one-on-one with the young women assisting them in finding their prom dress, shoes, and accessories. The stylists must work closely with the Shopping Coordinator and other stylists to help the young women find the perfect ensemble.

Desired Abilities:

A knowledge of fashion is essential. Experience in customer service or retail settings is desired. Strong communication and interpersonal skills are very important.

Registration Coordinator

The Registration Coordinator will work closely with the Registration Specialists to determine the best way to register the young women and coordinate the process of calling attendees into the shopping area. The Registration Coordinator will also work closely with the Shopping Coordinator to execute the process of calling guests into the shopping. The Registration Coordinator is responsible for informing the instructor or the Center for Service Learning of any materials that will be needed for the event in a timely fashion. The Registration Coordinator will be responsible, with the help of the specialists, for the registration table on the day of the event.

Desired Abilities:

Experience working in registration or customer service is desired. Strong interpersonal and communication skills are important as well as the ability to work successfully in a group setting. Problem solving skills are essential.

Registration Specialists

The Registration Specialists will work closely with the Registration Coordinator to determine the best way to register the young women and coordinate the process of calling attendees into the shopping area. Registration Specialists will be responsible, with the help of the coordinator, for the registration table on the day of the event.

Desired Abilities:

Experience working in registration or customer service is desired. Strong interpersonal and communication skills are important as well as the ability to work successfully in a group setting. Problem solving skills are essential.

Shopping Coordinator

The Shopping Coordinator will determine the most effective way to match personal stylists with guests for their shopping experience and will coordinate this process on the day of the event. The Shopping Coordinator will work with the Registration Coordinator to find out how ladies will be identified (i.e., a number system, letter system, list of names, etc.) and called to the shopping area when a Personal Stylist is available. The Shopping Coordinator will be responsible for knowing what ladies have and have not been called and ensure transitions in and out of the shopping room run smoothly.

Desired Abilities:

Candidates should be organized and detail-oriented. Experience working in customer service is desired. Strong interpersonal, communication, and problem solving skills are essential.

Accessories & Footwear Information

For position descriptions please see page 8.

- General Description:** During the event the Accessories and Footwear Stylists will be responsible for managing the accessories and footwear tables.
- Budget:** N/A
- Materials Provided:** Black, cloth tablecloths (for 5' or 6' rectangular tables)
 White, cloth tablecloths with skirting (for square and rectangular tables)
 Clear plastic risers and black plastic buckets (to give height underneath the tablecloths)
 Necklace (3), bracelet (4), and earring display pieces (3)
 Clear plastic sign holders (8.5x11" in portrait and landscape orientation)
**The shoes will already have size stickers*
- Parameters to Follow:** No glitter, confetti, glass pebbles, feathers, helium balloons, or liquid glue. No materials that could potentially be messy can be used.
- Ideas/Suggestions:** Less is more. Most high-end boutiques use a very clean, minimalistic style.
- Reminders:** Decide how many tables and chairs you will need for your sections by February 28th when the room layout is due to your instructor.
- Due Dates:** February 28, 2012
 Room Layout due to instructor. Final numbers on tables/chairs needed.
- March 6, 2012
Available Materials Sheet must be provided to your instructor by 5 pm.
- March 19 & 20, 2012
 The room will be available to start set-up at noon. Event begins at 6:30 pm on March 20th, please try to arrive by 5:00 pm at the latest.
**You are responsible for setting up the accessories & footwear tables.*

Activities Information

For position descriptions please see page 8.

- General Description:** During the event, the attendees will have some time between registration and shopping for dresses. Your job is to provide a few activities for the girls to participate in during this time to help keep them entertained and increase the value of attendance. There are specific budget guidelines and other parameters that will need to be followed during execution.
- Budget:** \$100.00
There will be specific guidelines that need to be followed to purchase items.
- Materials Provided:** See materials page
- Parameters to Follow:** No glitter, confetti, glass pebbles, feathers, helium balloons, or liquid glue. Materials that could become messy can not be used. Glue sticks are ok. Please incorporate a way for the ladies to take what they learn home with them.
- Ideas/Suggestions:** No-sew clutch purse
Make-Up tutorial
At-home formal hair style tutorial
At-home manicure tutorial
**these are only suggestions*
- Reminders:** You must know how many activities will be offered in order to determine the number of tables and chairs you will need by February 28th when the room layout is due to your instructor. Complete *Available Materials Request Sheet*, *Purchase Planning Sheet*, and *Print Request Sheet* least two weeks prior to the event.
- Due Dates:** February 28, 2012
Room Layout due to instructor. Final numbers on activities and tables/chairs needed.
- March 6, 2012
Available Materials, *Purchase Planning Sheet*, and *Print Request Sheet* must be provided to your instructor by 9:00 pm.
- March 19 & 20, 2012
The room will be available to start set-up at noon. Event begins at 6:30 pm on March 20th, please try to arrive by 5:00 pm at the latest.
**You are responsible for setting up the activities tables.*

Catering Information

For position descriptions please see page 8.

General Description:	Prior to the event you will be responsible for maintaining contact with the caterer and preparing an appropriate menu for the event. You will be required to follow budget restrictions and maintain clear detailed records of spending. You will be responsible for monitoring set-up and tear down of food before and after the event.
Budget:	\$500
Materials Provided:	Catering will provide table cloths and skirts
Parameters to Follow:	Plan for between 50 to 75 guests.
Ideas/Suggestions:	Consider budget, event timing, event attendees and event theme when making menu decisions.
Reminders:	Decide how many tables and chairs you will need for your sections by February 28th when the room layout is due to your instructor. Final Menu Planning sheet is due to your instructor no later than February 28th. Complete <i>Available Materials Request Sheet</i> , <i>Purchase Planning Sheet</i> , and <i>Print Request Sheet</i> least two weeks prior to the event.
Due Dates:	February 28, 2012 Room Layout due to instructor. Final numbers on tables/chairs needed. Final Menu Planning Sheet (p. 16) due to instructor. March 6, 2012 <i>Available Materials Request Sheet</i> , <i>Purchase Planning Sheet</i> , and <i>Print Request Sheet</i> must be provided to your instructor by 9:00 pm.

Catering Information cont.

For position descriptions please see page 8.

Arla Webb, will be your main point of contact for catering in RCF. Upon your request, she can send you menu options and prices to help in your planning process.

Contact Information: Name: Arla Webb
 Phone: 443-518-4690
 Email: awebb@howardcc.edu
 Office: RCF 111

Menu Options: Preliminary options presented by catering are listed below. Prices are per person. You can request pricing for additional options and ideas by contacting Arla directly.

Beverages: Sodas \$1.09
 Iced Water (free)
 Lemonade and/or Iced-Tea \$.89

Sweets: Fresh Finger Fruit Platter \$2.59
 Cookie Assortment \$1.29
 Blondies and/or Brownies \$1.29

Savories: Crackers and Cheese with Fresh Fruit Garnish \$3.69
 Veggies and Dip \$2.89
 Finger Wraps and Mini Sandwiches \$4.39
 Chicken Tenders with Dipping Sauce \$4.39
 Nachos, Cheese, Salsa and Guacamole \$3.59
 Chips and Pretzels \$1.09
 Mini Quiche \$2.09

Decoration Information

For position descriptions please see page 9.

General Description: You will be responsible for developing a visually appealing décor theme. You must stay in budget and keep detailed records of all monies spent. You will be responsible for putting up and tearing down decorations the day of the event.

Budget: \$200

Materials Provided: *See Available Materials page.*

Parameters to Follow: No glitter, confetti, glass pebbles/gems, feathers, helium balloons, or liquid glue. Decorations must be able to be removed from the area without leaving any “residue.” Nothing can be hanging on/attached to walls or windows. Tape cannot be used on walls, windows or surfaces.

Ideas/Suggestions: Battery operated candles
Scrap book paper for pops of color
Live/fake flowers
Metallic party ware
Can “up lighting”
**these are only suggestions*

Reminders: N/A

Due Dates: February 28, 2012
Room Layout due to instructor. Final numbers on tables/chairs needed.
Final menu planning sheet due to instructor.

March 6, 2012
Available Materials Request Sheet, Purchase Planning Sheet, and Print Request Sheet must be provided to your instructor by 9:00pm.

March 19 & 20, 2012
The room will be available to start set-up at noon on both days.
**You are responsible for setting up your decorations.*

Personal Stylist Information

For position descriptions please see page 10.

General Description:	You will be responsible for leading girls through the dress and accessories room and helping them find their perfect prom attire. You will be responsible for maintaining the flow of the room and after each try on you must hang the dresses and place them back on the rack for the other girls. Maintaining the flow of the room and keeping the girls moving is essential.
Budget:	N/A
Materials Provided:	The dresses and dressing rooms will be set-up by The Center for Service Learning prior to the event.
Parameters to Follow:	N/A
Ideas/Suggestions:	N/A
Reminders:	<p>The dresses and dressing rooms will be set-up by The Center for Service Learning prior to the event. All dresses will have inventory tags and each rack will have signs displaying sizes.</p> <p>If you have any further requests regarding set-up please contact The Center for Service Learning directly via email or phone.</p>
Due Dates:	N/A

Registration Information

For position descriptions please see page 10.

General Description:	You will be responsible for determining the best way to run registration during the event and executing the process on the day of the event. You will also be responsible for designing the pre-function room layout.
Budget:	N/A
Materials Provided:	See Materials Page
Parameters to Follow:	<p>We need to collect first name and the first letter of last name for each guest shopper.</p> <p>We need to collect each guest shopper's high school and grade.</p> <p>We will need to provide each guest shopper with an "identifier."</p> <p>Guest shoppers who arrive with an invite should receive a different "identifier" than guest shoppers who arrive without an invite.</p> <p>"Identifiers" should support the process by which girls will be invited into the shopping area.</p> <p>We will need a master list which will match the name of the guest with the "identifier" given to them.</p>
Ideas/Suggestions:	As guest shoppers arrive, consider assigning guest shoppers who bring their invite a number and guest shoppers who show up without an invite a letter. Girls with a number could be served first and girls with letters could be served if time and materials are still available.
Reminders:	Coordinate registration process with Shopping Coordinator to ensure registration supports the shopping process.
Due Dates:	<p>February 28, 2012</p> <p>Room Layout due to instructor. Final numbers on activities and tables/chairs needed.</p> <p>March 6, 2012</p> <p><i>Available Materials Request Sheet</i> and <i>Print Request Sheet</i> must be provided to your instructor by 9 pm.</p> <p>March 20, 2012</p> <p>The room will be available to start set-up at noon. Event begins at 6:30, please try to arrive by 5:00 pm at the latest.</p> <p><i>*You are responsible for setting up the registration tables.</i></p>

Shopping Information

For position descriptions please see page 10.

General Description:	The Shopping Coordinator and Personal Stylists will be responsible for determining the best way to call guest shoppers from the waiting area and match them with a Personal Stylist. You will have to maintain the flow of the room by ensuring girls are moved through each area efficiently.
Budget:	N/A
Materials Provided:	See Materials Page
Parameters to Follow:	No glitter, confetti, glass pebbles, feathers, helium balloons, or liquid glue.
Ideas/Suggestions:	<p>Work closely with the Registration Coordinator to ensure the registration process supports the process by which guest shoppers will be called to the shopping area.</p> <p>Work with the personal stylists to determine the best way to coordinate transitions between a girl being called to shop and a girl completing their shopping experience.</p>
Reminders:	The layout of the dress room will be determined by the Center for Service Learning.
Due Dates:	<p>February 28, 2012 Room Layout due to instructor. Final numbers on activities and tables/chairs needed.</p> <p>March 5, 2012 <i>Print Request Sheet</i> must be provided to your instructor by 5 pm.</p> <p>March 20, 2012 The room will be available to start set-up at noon. Event begins at 6:30, please try to arrive by 5:00 pm at the latest. <i>*You are responsible for setting up the registration tables.</i></p>

Fourth Floor Plan Request Form

Use this as a guide to complete your Fourth Floor Layout Request.

Directions to create your floor plan:

Use the following two pages as guides for your floor layout plan. The fourth floor of the RCF has these types of tables and chairs available to us. You need to decide how you think these should be arranged.

200	Chairs
50	36 x 36" tables
6	30" round high top tables
10	5' x 30" rectangle tables

To show how you want each of these tables and chairs arranged you can use electronic copies of the image and place little squares and circles to identify where you want your tables to be arranged.

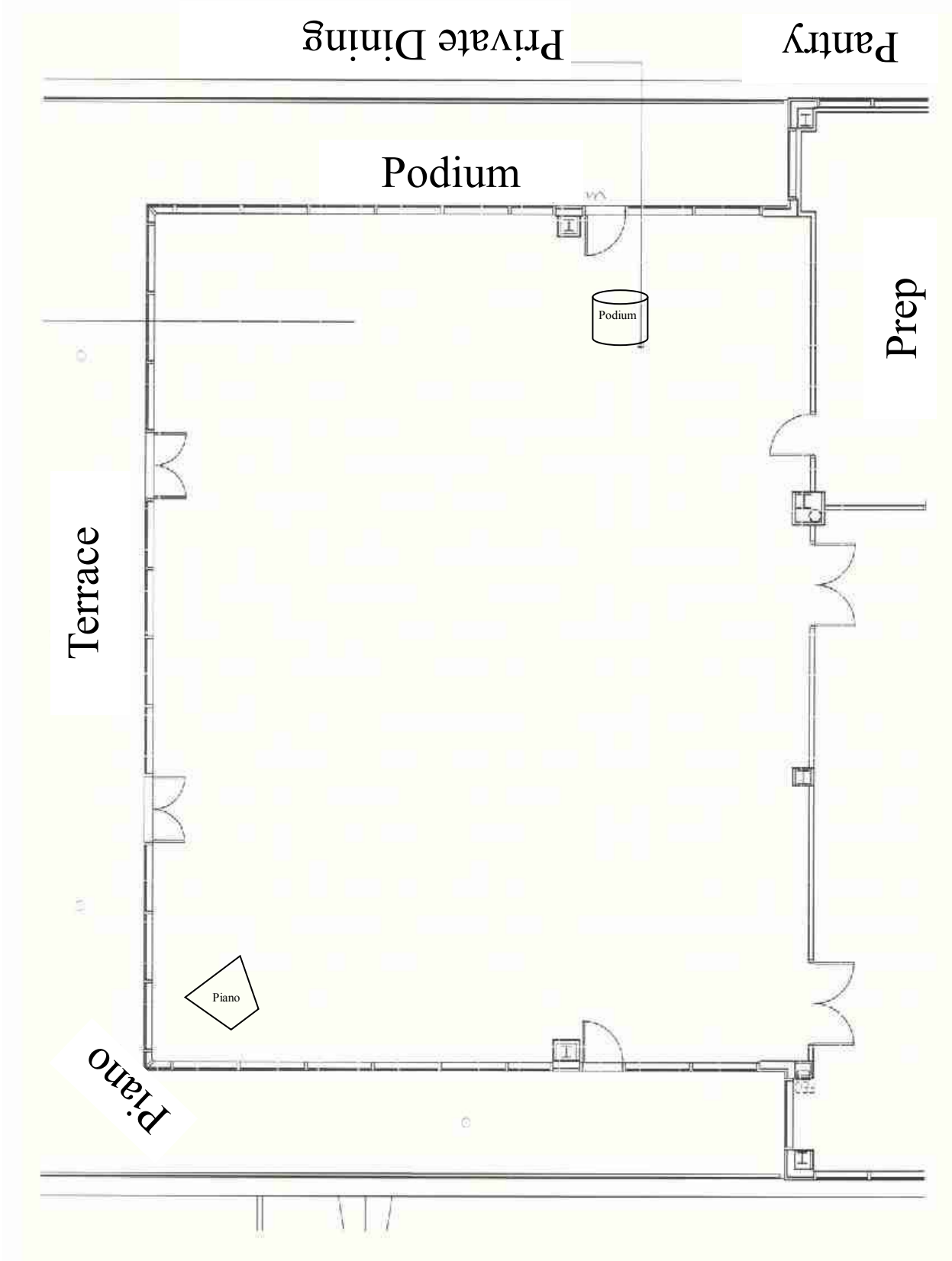
Note: This is not to scale, be aware of how you arrange things in the rooms.

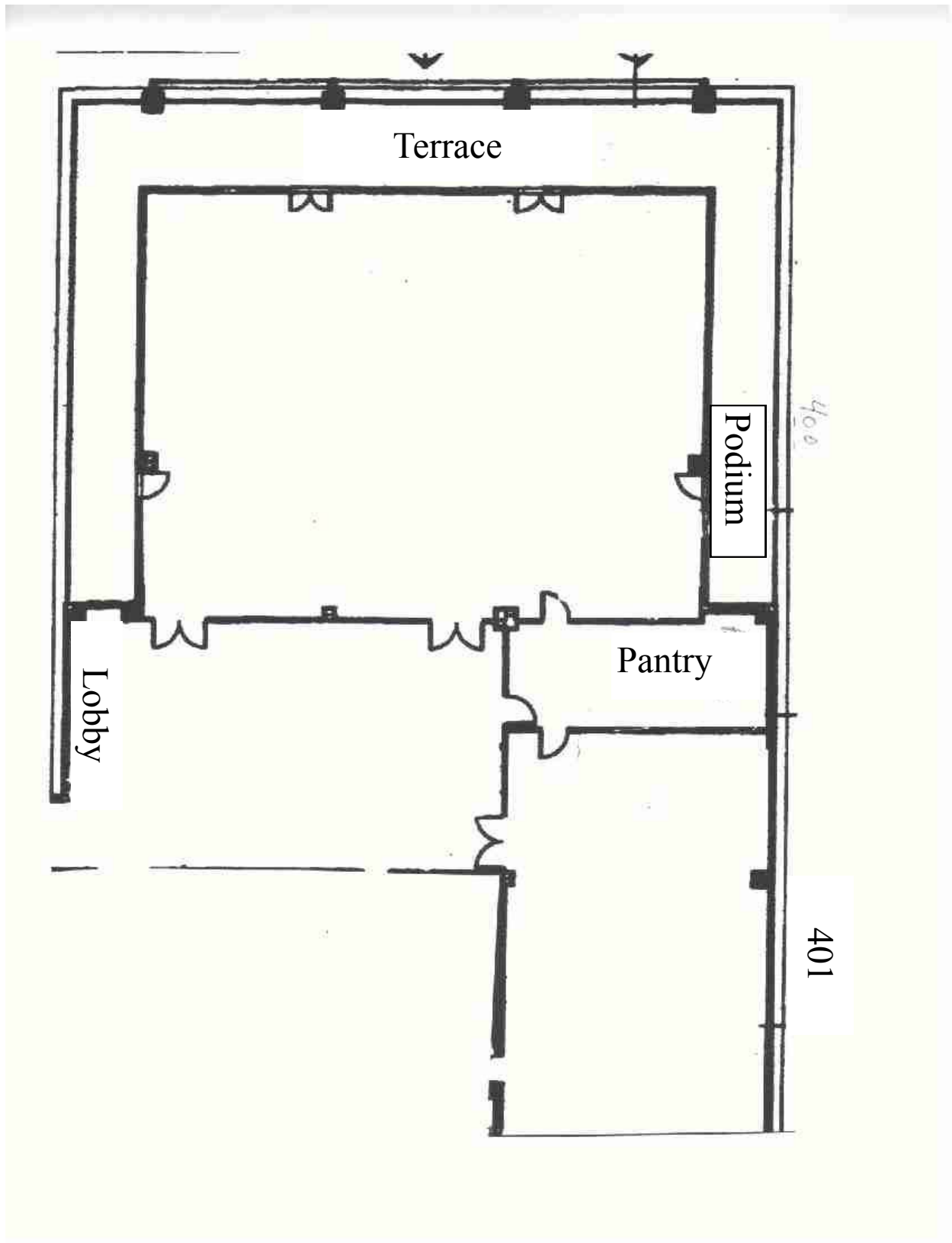
Challenge: Due to limited storage, the majority of the square tables and chairs must stay in the room in some way.

Plans for RCF 400 and lobby should be submitted to your instructor. Layout of RCF 401 will be determined by the Center for Service Learning

You will have to turn in the final layout, and the request form to your instructor no later than February 28, 2012.

For each room, highlight the exact number of each kind of table and chairs you would like in the room. Also note which tables you would like to use white or black table cloths on.





Available Materials

The below materials will be available on a first-come, first-serve basis. All requests must be turned in to your instructor by March 6 at 9:00 pm.

Qty	Picture/Description
36	HCC Logo Bud Vase
6	Small, Clear Glass Vases (6" tall, 4" round)
2	Medium, Clear Glass Tall Vases (12" tall, 5" round)
2	Large , Clear Glass Tall Vases (13" tall, 12" round)
2	Large, Lighted Palm Trees
2	Small Lighted Trees
6	Portable Easels, Low-Profile
25	Black Rectangle Tablecloths
	Colored Paper & Cardstock
	Manila Folders
	Paperclips, Staplers, Rubber Bands, other office supplies

Menu Planning Sheet

—Use this sheet as a guide during the planning process.

A	Event Information			
	Event Name: _____		Event Date: _____	
Event Location: _____		Expected Attendance: _____		
B	Food			
	Item	Qty	Price Per Item	Total Price
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Total Cost: \$			_____	
C	Beverage			
	Item	Qty	Price Per Item	Total Price
			\$	\$
			\$	\$
Total Cost: \$			_____	
D	Cost			
	Final Cost: \$			_____

Print Request Sheet

—Use this Print Request Sheet if you need multiple copies of any printed materials.

Student Information

Student Name: _____ Request Date: _____

A

What will this document be used for?

Items to Print

Please forward this information to servicelearning@howardcc.edu and carbon copy your instructor on the email. Attach an electronic copy of what you need printed in addition to this form to your email.

B

Document Title	
Number of Pages	
Number of Copies	
Paper	
Cover Paper	
Date Needed	
Specifics	
Special Instructions	

