**Brief Debriefing from Jan/ notes from Laura- re: Hooding 2015**

Food: Catering a bit late but everything set up and ready by the time we needed it. More beverages than we needed but had it been warmer I’m not sure that would have been the case. Vegetables could have been cut in half and one less order of spinach dip would have been fine. Sandwiches were again popular and the number on those was pretty accurate. The candy scattered on the table is always a big hit so well done, Randee! The weather was so pleasant that many people put together their plates and went outside to sit and enjoy . Making labels ahead of time was less stressful that hoping catering would bring them and then be disappointed at the last minute. I saved the signs I made since we may use a similar menu again.

Note: No sterno needed: keeps it more simple, More veggie sandwich options/ not just gluten free

Programs: We didn’t have enough to put on all the chairs, but afterwards, there were many on the floor that we collected so it is hard to judge the correctness of number. We ordered 325. They arrived the day after we had hoped but we made a last minute change on the logo on front cover so don’t feel it was their fault and we did have them with several days to spare.

Note: Keep speaker as an Alumni, Actual hooding by faculty only?

Flowers: I really enjoyed picking them up at the market and the price was very reasonable. We saved at least $100 doing it that way. They were so fresh that the arrangement I took home afterwards still was beautiful this morning! If it hadn’t been so big I would have brought it in for everyone to enjoy!!

Note: Keep MPA marketing materials on a table. Folks liked those.

Set-up: Having the gym set up on Wednesday and having a chance to fine-tune it to our specifications on Thursday was wonderful. The one problem, the podium, was remedied.

Note: Send work order early and request Wednesday set up again, ask for 2 sets of stairs, keep faculty on the stage for ceremony, bring sidewalk chalk, CRC has signs to borrow too, volunteers can help direct from outside of building.