

AAMC EVENT EVALUATION

date of evaluation: 4/10/23

Name & Description of the Event	"CommuniTEA" Alumnae Social
Day, date and time (s)	4/8 2-4pm
Name of Committee	Hospitality
Committee Chair(s)	Angela DeMoss
Committee Members	Kristen Caven
Alumnae Relations staff	n/a
Other volunteers	Sakura Vesely, Vicki Luibrand, Priya Kanuga,
What Mills department/organization collaborated with you?	N/A
How were the duties divided & how could they have been better handled?	We worked together
What was the goal of this event as it pertains to the AAMC Mission?	Create opportunities for Alumnae to connect, highlight alumnae activities and contributions
How was the event/program received by targeted attendees (cite specific comments)?	excellent
Targeted attendees? Circle one:	undergrads grads alumnae other:
How many undergrads attended?	n/a
How many grads attended?	6
How many guests attended?	
How many BOG attended?	1
How many faculty & staff attended?	n/a
How many others attended?	5
Total attendees	11
Method of invitation – circle all that apply	Email Eucalyptus Quarterly Invitations FB
How far in advance were invitations sent?	2 weeks
How many RSVPs were received?	n/a

What food, if any, was served?	Desserts, boiled eggs, roll-up sandwiches
Quantity of food served	
Source of food	committee provided
What drinks were served?	An assortment of Hella Teas by a local alumna business owner
Quantity of drinks served	Numerous
Source of drinks	Committee provided
Cost of food	\$ 46.95
Cost of drinks	\$103 (many leftovers)
Other costs (decorations, gifts, honorarium, door prizes, food & other items for care package, etc.)	
Total event cost	+/- 150
Cost per targeted attendee	+/- 15
AAMC portion of cost	150
AAMC budget for event	150
Who paid for the remainder of the cost?	Additional donations from hospitality committee
What were the best things about the event? Did you achieve the expectations/goals?	It was great to get together. However, Chantrelle Edwards (our speaker) didn't confirm, and the time was changed on the AAMC email/event page - we didn't catch it :(
How did you recognize that this event was successful (what were the expectations/goals)?	We supported an alumna's small business, we occupied RAH, we had a great time, we had 1 new guest.
Should the event be repeated as is?	NO. We should start using Eventbrite asap!
Suggested changes for next time	Get time right with AAMC staff, do promotion correctly, hold planning meeting 1 week before
Who participated in this review?	Hospitality Co-Chairs (Angela DeMoss and Kristen Caven)
More comments?	Disappointing! Felt like a lot of work, a great event but very few people there. There was one person who really wanted to see the guest. We also received an unhappy email from an alumna who had rearranged her whole day to attend the event, showed up, and the door was locked (due to incorrect time posted on AAMC page). She left shortly thereafter and ended up missing the event.