

# **The Pelican Derby Debrief**

## **March 19, 2011**

**Debrief - Please comment on the following aspects of The Pelican Derby. Thank you.**

### **Value:**

- Price of attendance \$25.00 per person:
- Sponsorship pricing and benefits package:
- Silent auction pricing:
- Live Auction pricing:

### **Registration:**

- Prior to event:
- Night of event:

### **Website**

- Presentation of event information
- Ease of use for registration and online auction purchases:

### **Printed Materials** -Design and content including:

- Save-the-Date card:
- Invitation & Reply Card:
- Auction Catalog:

**Please comment on the following aspects of the event:**

### **Time of Evening:**

### **Time of year:**

**Venue –**  
food and auction areas  
dancing

### **Layout/Physical Setting/Decorations:**

### **Food:**

**Bar:**

**Silent Auction:**

- Layout
- Presentation
- Time allotted
- Cash out

**Live Auction:**

- Including class projects
- tickets
- Auctioneer
- Cash out process

**Music:**

**General comments/suggestions:**

**Solicitations Committee Debrief (if applicable)**

**Committee Planning:**

- How would you rate your committee's planning for this event and do you have any suggestions, which would make the job easier or more productive for future events?
- Did you have enough time to carry out your committee assignments or should the work of the committee have commenced earlier in order to get everything done? If yes to the latter, how much earlier?
- Are there any groups of potential donors (businesses or individuals) that you think we overlooked and should approach in the future?

**Task Execution:**

- Were you given enough information and support to carry out the job chosen or assigned to you?

- Were there any consistent problems that you encountered in your work securing sponsorships? Auction items?
- Were there any unexpected aspects of the task you undertook for the event that caused problems or delays in execution at any stage?
- Do you have any suggestions which would make the solicitations process easier?

**Tracking Process:**

- Did you regularly consult the tracking documents provided and how helpful were they?
- Did you find the tracking documents to be confusing or a hindrance in performing your solicitation tasks? If yes, would combining some of those documents in the future address the problem in a positive way?

**Printed Materials/Electronic Files:**

- How helpful were the printed and pdf materials provided such as the Sponsorship Info sheet, Ad and Auction Contract forms as well as letters to potential sponsors and silent auction donors?
- Is there anything that you would like to see added to or changed on the printed solicitation materials or pdfs including file formats?

**General:**

In your opinion, was the event a worthwhile undertaking given the efforts that you personally put into this event?

**Any other comments/suggestions?**

**Auction coordinating Debrief (if applicable)**

**Prior Planning for event:**

- How would you rate planning for this event and do you have any suggestions, which would make the job easier or more productive for future events?
- Did you have enough time to carry out your assignments?

- Were there enough volunteers to complete all tasks?
- Would additional volunteers have been helpful?

**Task Execution:**

- Were you given enough information and support to carry out the job chosen or assigned to you?
- Were there any problems that you encountered in your work?
- Were there any unexpected aspects of the task you undertook for the event that caused problems or delays in execution at any stage?
- Do you have any suggestions which would make the events committee process easier?

**General:**

- In your opinion, was the event a worthwhile undertaking given the efforts that you personally put into this event?

**Any other comments/suggestions?**

**Thank you.**

**Please bring this form with you to the gathering on April 6, 2011, St. Louis Hall, 7:00 pm**

**OR**

**Return to school attention Betsy Farrell**