



Program Recap & Overall Notes

Program Title/Name:	Summertime Charcuterie Board Wood Burning Workshop (Adults)		
Program Date(s):	Thursday July 17th	Program Hours:	5pm-7pm
Program Location:	Willard Community Center Murray Room		
# Participants Pre Registered	6	# Participants Attended:	6 guests & 2 staff (8 total)
Program Description:	Looking for a fun date night, friend outing, or night to learn a new hobby? Join us for our new Summertime Charcuterie Board Wood Burning Workshop! Our special instructor will guide participants in the step by step process to create their own snack charcuterie board to impress a crowd. Each participant will have the opportunity to learn wood burning and charcuterie board snack ideas before making their very own charcuterie board to take home! Boards, charcuterie snacks, and supplies will be provided. Sign up today!		
Run of Show Breakdown/ Overall Feedback:	<p>11am purchased food 11:45am Began setting up room 2pm called all registered and reminded them of class and introduced myself 4:45pm Participants started arriving 5pm Class started</p> <p>Started workshop with the food making ideas. Made pepperoni roses, strawberry flowers, cookie cutter cheese. Showed them ideas on how to arrange boards and food ideas. Food portion took about 40 minutes. After food went right into wood burning portion. To start woodburning I explained each element from wood, tracing, and actual burners. Let them come pick out templates and if we didnt have a specfic design I made and printed exact design they were wanting. Being able to personalize designs and names made workshop very personal and unique. Let them begin tracing and burning boards and helped as needed. Everyone had a great time and got a lot of really good feedback from all those who attended!!! Definitely need to do class in fall and holiday months.</p> <p>8 for the class we just perfect! Anymore it would have felt crowded so keep class sizes at 8</p>		
Adjustments for next class:	Taping the powerstrips to the table were huge help. Do again for next class! Offering guests bottle of water was also huge.... Make sure to do for each class offering food.		

STAFFING INFORMATION		
Position	Task(s)	Estimated Hours
Special Programs Coordinator	Lead and Oversee program	4

REVENUE & EXPENSES FOR PROGRAM START UP

REVENUE			
Income Description	Fee	# Tickets Sold	Total
Ticket per participant	\$40.00	6	\$240.00
Total Revenue:			\$240.00

EXPENSES (Program Start Up)				
Expense Description	Quantity	Cost	Total	
Unfinished Wood Pieces Circles 4 Inch Round Blank Wood Natural Wooden	1	13.99	\$13.99	
Carbon Tracing Paper	1	5.99	\$5.99	
Certified Food Grade Mineral Oil - Gallon (128oz), Certified Food Safe Conditioner for Wood Cutting Boards	1	\$28.99	\$28.00	
Creative Woodburner Introduction Value Tool for Beginner Wood	12	\$15	\$182.40	
GNIEMCKIN 5 Pack Pine Circle Plaque, 12 Inch Round Wood Plaque, Unfinished Wooden Circle Plaque for Painting,	3	\$39.08	\$117.24	
Silicone Placemats Set of 6,	2	\$21.00	\$42.00	
TOMNK 24pcs 8x6x2.5 Inches Cookie Boxes, Bakery Boxes with 3 Style Window, Treat Boxes, Pastry Pie Boxes for Chocolate Strawbe	1	\$12.99	\$12.99	
Metal Tray for burner	2	\$21.00	\$42.00	
Charcuterie Foods	1	\$54.04	\$50.00	
Total Program Expenses:			\$494.61	

Net Income:

(\$254.61)

will decrease as more of this workshop is offered

REVENUE & EXPENSES FOR TONIGHT PROGRAM

Minus strat up supply expenses

REVENUE (Per Person) FOR TONIGHT			
Income Description	Fee per person	# Tickets Sold	Total
Ticket per participant	\$40.00	6	\$240.00
Total Revenue:			\$240.00

EXPENSES FOR TONIGHT (Minus Start up expenses)

Expense Description	Per person cost	Total for class
Charcuterie Foods	\$6.75	\$54.04
Circle Plaque, 12 Inch	\$7.81	\$62.48
Plates, Cups, Throwawables	\$1.50	\$12.00
Total Expenses for Tonights Program		\$128.52
Net Income for Tonights Program:		\$111.48

Program Notes

80% Of above expenses are one time purchases. We now own all the supplies so for future classes there will only be wood and food expenses so will be looking at a larger profit.

Everyone loved workshop and loved we are offering new programs! Showed great intrest in other programs in future and some also grabbed job applications for their sons to reff soccer.