



## SWE Activity Report 2008 - 2009

Event: PCW Time -

Date: 4/18-4/19 Number of Participants: ~75

*Please attach all participant lists, relevant pamphlets/flyers, and pertinent info.*

Chairs of Event		
Name	Email	Year / Major
Natalie Hackworth	<a href="mailto:Ngh9@cornell.edu">Ngh9@cornell.edu</a>	2011/ISST
Nicole Kardassakis	<a href="mailto:Nrk33@cornell.edu">Nrk33@cornell.edu</a>	2011
Elysia Sheu	<a href="mailto:Ejs74@cornell.edu">Ejs74@cornell.edu</a>	2010/MechE

Please submit a brief schedule of the planning of your event and any relevant contact people:

Activity to be done	By (Date)	Contact Person	Phone Number (or Email)
Reserve Rooms	2 <sup>nd</sup> meeting		
Reserve Bowling (night event)	2 <sup>nd</sup> meeting		
Order Food: Dinner = salad, pizza, and ice cream & Breakfast = CTB			
Contact professors/UG coordinators about breakfast and major fair			
Get professors to do lab demos			
Order bags for participants/volunteers			
Publicize need for tour guides, hosts, lab escorts, and registration volunteers			
Contact students for panels			
Host/Hostee Matching			
Reserve Hangovers performance (entertainment at dinner)		Hangovers website	
Plan for escorting girls from North/West to Duffield on Saturday			
Contact Professor Recktenwald about doing mock class for parents			

1. **About the event** – Please describe the event briefly. Was the turn out what you expected and/or wanted? PCW is a weekend for prospective women engineers to come visit Cornell. Turn out was as expected with almost all the girls who signed up for it showing up.

2. **Specific Problems** – Please list any problems that were encountered in the organization and execution of the event.

For the most part everything ran smoothly. Only issue that really came up was hosts not showing up, but that problem was taken care of through back-up hosts and finding hosts that could take more than one person.

3. **Suggestions** – Please elaborate on ways in which SWE can improve this event for next year.

Include general suggestions and advice for the future.

Maybe do a different night event (besides bowling). Also, make sure to remind volunteers/hosts that they signed up to help.

4. **Budget-** Please make a budget of things purchased for this activity and their prices.

Item	Purchased From	Cost
Bowling	Newman Bowling Center	224
Bags	Custom Ink	1970
Total =		\$2194