



Facet/Committee Reporting Form

Name of Facet/Committee: 2017 Fundraising – 12th Annual Jazz Brunch

Date/ Time/Location of Meeting: (Upcoming Meeting) October 3, 2017/7:00PM EST/ Homewood Rd Ellicott City, MD

Members: 16 Committee Members

Summary of Meeting (Dot Points): The 2017 Fundraising – 12th Annual Jazz Brunch Committee has been meeting monthly over the past year to plan the 12th Annual Jazz Brunch: “A Jazz Experience” via teleconference and face-to-face meetings held at 11490 Homewood Road, Ellicott City, MD. As of October 2017, the committee is meeting weekly to ensure all required tasks are completed in support of a successful signature event. The committee has secured an artist/band (Julian Vaughn), AV (Backline0 support for the band, venue (The Hotel UMD), developed and distributed invitations and sponsorship brochures to chapter members, selected chapter attire for the event (Links green), secured 20 vendors, secured event photographer, and developed a second activity (Listening Party/Friendship Activity) to promote Links friendship.

Goal	Activity Progress	Assumption Changes	Progress	Needs	Action Items
Long Term: Generate funding to support Chapter programs and scholarships	Signature Event - 12 th Annual Jazz Brunch Projected Liabilities: \$43,788 - Printing: \$500/-\$359 (invitations/brochures) – 300 Mar & 150 April {Available \$141} - The Hotel: \$34,038/-\$6000 – Feb & June **BALANCE DUE (T) \$26,000 – Oct 12 - Band: \$6000/-\$2500 – Mar & July {Balance Due \$3,500 Day of event} \$500 – Photography \$2700 – AV Backline	Venue change – The Hotel UMD as opposed to Martin’s West Program – Award to recognize community member; rotate annually across the facets; begin with the Arts Facet 2017	1 st & 2 nd Hotel and Band deposits confirmed/complete 3 rd Hotel deposit in process Menu established --Champagne/Juice Options 20 Vendors Secured AV (Backline/Band Support) Secured BidPal – Text2Give secured: Set-up Complete 11/1/17 Souvenir Journal in progress Hostess Sign-up disseminated to Chapter Event Photography Secured Program Developed	Upcoming Balance due to The Hotel UMD NOW	No Vote Required - Vendors - AV - Mobile Giving - Give Away Items - Souvenir Journal - Hostess VOTE REQUIRED - Program – Award **potential sales extension

Short term: Generate additional funds	Nov 11 - Listening Party • \$3500 anticipated cost • *DJ \$500 • *Room \$1000 • *Food \$2000	Capitalize future fundraising opportunities and Links friendship	DJ Booked Venue/Room Secured Contract for Catering Complete Invitation Sent	Balance Due to The Hotel UMD NOW	Identify Final Count
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Signature of Facet/Committee Chair: Shanna L. Travis **Date:** 31 October 2017

Please Email to Chapter President, Chapter Vice President, Chapter Recording Secretary and Chapter Program Coordinator prior to Chapter Executive Committee Meeting