



Facet/Committee Reporting Form

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

Date/ Time/Location of Meeting: (Upcoming Meeting) September 12, 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. The committee has secured an artist/band (Julian Vaughn), venue (The Hotel UMD), developed and distributed invitations and sponsorship brochures to chapter members, selected chapter attire for the event (Links green), continuously distributing vendor invitation/letters to secure vendors and developing a second activity (Listening Party) to generate additional revenue and 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 \$28,038 Oct 17} - Band: \$6000/-\$2500 – Mar & July {Balance Due \$3,500 Day of event}	Venue change – The Hotel UMD as opposed to Martin’s West	1 st & 2 nd Hotel and Band deposits confirmed/complete Secure Vendors - ongoing	Upcoming deposit due to The Hotel UMD in Sept	No Vote Required - Vendors - Secure AV - Develop Program - Mobile Giving - Give Away Items - Souvenir Journal
Short term: Generate additional funds	Nov 11 - Listening Party	Capitalize fundraising opportunities	Sept 12 – Finalizing details (cost, location, activity)	Marketing/Publicity	No Vote Required

Signature of Facet/Committee Chair: Shanna L. Travis **Date:** 29 August 2017

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

