

Committee**ARTISTS****Chair**

C. Edwards
R. Sherwood

Members

Earline Cox
F.D. Young
I. Javette Hines
Donna Dozier Gordon
Lisa Stenson Desamours
Louise Q. Spann

ARTISTS SALES *

I.J. Hines

R. Sherwood
Earline Cox

AWARDS

Karen Hill/Bettye Perkins
Fund Development Liaisons

Marilyn Price
(Arts Facet & Programs)

Jacqueline Boucher
Dawna Michelle Fields
Delores Scott Brathwaite
Claudia Edwards
Helen Blackwood

COMMUNICATIONS/IT

F.D. Young/ D. Fields
Fund Development Liaisons

Terrilynn Jenkins
Hillary Fleming
Joan Lewis-Shepherd
Mary L. Graves
Claudia Edwards
Jennifer Lewis

DECORATIONS

Barbara Gundy

A. Young Berkley, T. Jenkins
L. Quick Spann J. Boucher
I. Javette Hines, D. Dozier Gordon
J. Thompson, B. Jackson-Butcher
R. Carnage, J. Dudley

GREETERS

F.D. Young
I.J. Hines

**GUEST CHECK-IN
REGISTRATION**

M. Spells
J. Turnipseed

C. Morales Riggs, A. Moore
H. Blackwood, Q. Watkins

Guest Pymt @ event

L. Martin

H. Fleming, M. Weston
C. Morales-Riggs

**INVITATIONS/
SAVE THE DATE**

T. Joyner, E. Cox

G. Walton Gibbs, F.D. Young

Insurance

L. Martin

JOURNAL	E.Cox K. Davidson Fund & Development Liaison	Pricilla Dixon, B. Edwards Bettye Perkins L. Stenson-Desamours All chapter menbers
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LOGISTICS	B. Gundy I. L. HInes	
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MENU

Committee Music/Entertainment	Chair	Members T. Joyner Q. Watkins
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PACK/CLEAN UP	ALL LINKS	
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Photographer	D. Dozier Gordon	B. Edwards
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Program/Protocol	K. Davidson	Gerri Walton Gibbs
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Publicity	J. Lewis- Shepherd	PR Cmte
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Signage	Q. Watkins	
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Silent Auction

Sponsorship	F.D. Young	E. Cox, D. Fields I. Javette Hines
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Tax Exemption Status	L. Martin	F.D. Young
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Ticket Sales

H. Fleming

Venue

F. D. Young

M. Graves, T. Joyner

Task

Contact w/Artists
Artist Data Form

Donated Art for Silent Auction
Artist Bios & Picture

Artist Helpers/Runners

Obtain Legacy Awards
Est. award criteria

Publize event via Social media,
printed, etc

Decorate the venue
Determine the decor

Welcome Guests

Guest Check-in

Determine payment methods
Process guest pymts & provide
reciepts to guests and chptr

Save the Date Cards issued
Invitations/RSVP deadline

Obtain Insurance certificate

Updates

Alvin Clayton, Alfred Fayemi
Sylvia Carr, William Kwamena-Poh
Marion Howard, Jimmy James Green
confirmed

Need 12 Runners
8 people for 1 hr shifts X 3

Issued award criteria to chapter

Banner and displays about
chptr facets

Wireless connection avail @ VIP

Additional Links to be bonded

Contact printer for printing
Pass out Save the Dates &
invites to chptr

Design and create the journal	ADS due by May 11
Secure a designer for the journal	
Obtain journal ads	
Ensure nec. Equipment is avail	Chapter has 6 Easels
Chapter contact person for event	Artists need to bring own equipment
Deter. Max capacity for event	
Determine menu for event	
Task	Updates
Find musician for event	Play time 1 - 5pm
Find youth musician	Bob Baldwin
	includes songstress & 5 mbrs
	Negotiate contract
	Contacted Julius Rodriquez, he's avail
Help with set-up, clean-up and host our guests	
Find a photographer	Barry Mason - photographer
Est. Timeline of photos w/ Protocol Chair	Cost will include photos on a disc
Est. program for event	
Notify chapter of photo schedule in advance of event	
Publizing event in local paper website, social media	Awaiting update to chptr website; Ticket giveaway as inticement to buy tickets
	Mailing to other chptrs
Signage for event	
Obtain items for auction and run auction during event	
Sponsorship Letters	Initial contact made re: coffee pairings
Identifiying & contacting potential sponsors	and coffee stations
Obtaining NY State Tax Exempt Status	

Receive & Record RSVP cards
& pymts; Develop Guest list
Provide copies to J&J chairs

Obtained site for event VIP
Main chptr contact person

To Do

Mail contract/bio data sheet
Mutual walk thru date for
Artists and musician
Artist listing & Data Sheets
Verbal Agreements with most artists
will send email with contractual info

Completed

Artists contracts received(6)

Deadline

1-Jun
9-Feb
16-Feb
16-Feb

Obtain receipt books(triplicate)

Have receipt books

NTS to choose Legacy Awardees

ITS, STY, ARTS, HHS Facets have
selected their Legacy Awardees

Chapter Website up & running
Active Facebook Page

Look through items in storage

1st Shift
2nd Shift
3rd Shift

Ipad set up in Chptr name w/ 0 financial
impact @ 2.75% per transaction

Have credit card swipe machines

1-Mar-15

Save the Dates
Invitations
The invitation design
Completed

18-Dec

28-Sep

Motivate chapter to secure ads

Printer & designer selected

Tables needed for Artists
Possible Java Stations; #?
Determine # of electrical
outlets and power strips
Artist & Musician Site visit

Site visit 1/

To Do

Sound check
Pending contract to include
schedule of play, # of breaks
payment method, food for
group and cancellation policy

Completed

Tentative Contract signed by B. Baldwin
\$500 deposit paid
Received Verbal agreement from
Julius Rodriquez to play noon to 1pm

Deadline

Est. Sign-up sheets for
set-up and clean-up

7-Jun-15

Get contract to Dianne for
signature
Need to have photography & video of
all events
Complete Program

Pictures taken during Harlem Dance
theater event, legacy awardees
for HHS

Dianne to send info to Big Apple Cluster
Eastern Area Link website

Save the date info given for
placement on website

1-Dec

Tinsley hired as PR for J&J/ 65th

Check storage for prev. signs
Artist Bios to be edited

Photo consent signage

5-Jan-15

NY State Tax Exemption Status Received

Completed

28-Sep-14
1-Mar

Est gurantee guest # by

Signed contract

9/28/2014

Obtained insurance

\$6,000 second deposit due 4/15

Deposit of \$1,500

4/15/2015