

Committee	Chair	Members
ARTISTS	C. Edwards R. Sherwood	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
Priscilla Dixon, B. Edwards
Bettye Perkins
L. Stenson-Desamours
All chapter members

LOGISTICS B. Gundy
I. L. Hines

MENU

Committee	Chair	Members
Music/Entertainment		T. Joyner Q. Watkins

PACK/CLEAN UP ALL LINKS

Photographer D. Dozier Gordon
B. Edwards

Program/Protocol K. Davidson
Gerri Walton Gibbs

Publicity J. Lewis- Sheppherd
PR Cmte

Signage Q. Watkins

Silent Auction

Sponsorship F.D. Young
E. Cox, D. Fields
I. Javette Hines

Tax Exemption Status L. Martin
F.D. Young

Ticket Sales

H. Fleming

Venue

F. D. Young

M. Graves, T. Joyner

Task	Updates
Contact w/Artists	Alvin Clayton, Alfred Fayemi
Artist Data Form	Sylvia Carr, William Kwamena-Poh
Donated Art for Silent Auction	Marion Howard, Jimmy James Green
Artist Bios & Picture	confirmed

Artist Helpers/Runners	Need 12 Runners 8 people for 1 hr shifts X 3
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Obtain Legacy Awards	Issued award criteria to chapter
Est. award criteria	

Publize event via Social media,
printed, etc

Decorate the venue	Banner and displays about
Determine the decor	chptr facets

Welcome Guests

Guest Check-in

Determine payment methods	Wireless connection avail @ VIP
Process guest pymts & provide reciepts to guests and chptr	Additional Links to be bonded

Save the Date Cards issued	Contact printer for printing
Inviations/RSVP deadline	Pass out Save the Dates & invites to chptr

Obtain Insurance certificate

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
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
enticement 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
Identifying & 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	Completed	Deadline
Mail contract/bio data sheet	Artists contracts received(6)	
Mutual walk thru date for		1-Jun
Artists and musician		9-Feb
Artist listing & Data Sheets		16-Feb
Verbal Agreements with most artists		16-Feb
will send email with contractual info		
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	18-Dec
	The invitation design	
	Completed	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 Rodriguez 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
\$6,000 second deposit due 4/15	Obtained insurance	
	Deposit of \$1,500	4/15/2015