

**WESTCHESTER COUNTY CHAPTER
OF
THE LINKS, INCORPORATED
COMMITTEE REPORT FORM**

COMMITTEE/FACET NAME: Java and Jazz, 2017

A. Progress Report on Plans for the Java and Jazz Fundraiser, 2017

Reports from the various committees confirm that plans for the Java and Jazz event are going well and that there are no major obstacles in the way. Honorees have been selected and secured, Sponsorship packages are completed, artists and entertainers for the main event have been secured, invitations are at press and will be distributed at the February Chapter meeting. An overview of the status of the planning phase for Java and Jazz is outlined below:

- **Honorees**— Guided by the approved protocol for selecting three honorees for the J and J event, the following corporation and individuals were approached and gave a verbal acceptance of the Chapter's invitation to be honored at this year's event: Entergy Corporation, Corporate Citizenship Award; Sandra Richards, JP Morgan, Corporate Trailblazer Award and Brenda Fereri, Maria Ferari Children's Hospital Foundation, Community Service Award. Members discussed how honorees might be approached for financial commitments to the Links organizations. Three ideas emerged: (1) Honorees be approached up-front during the initial invitation to accept the award. (2) There should be a minimum requirement of purchasing one table. (3) Others felt that it was understood by the honoree that by accepting the award came with some financial commitment to support the Chapter's fundraising goals. The level of giving was "personal" and each honoree should have the discretion to decide their level of giving. The committee will continue to deliberate and put forth a recommendation at its next scheduled meeting.
- **Music and Entertainment**—The entertainment for the main event will be *Wali Ali with Bob Baldwin, Antoine Drye, Ira Coleman and Tony Lewis*. The committee is still vetting possibilities for other entertainers for the reception and/or registration area. Final decision will be rendered by March.
- **Sponsorship Levels**— The committee agreed on the following levels for participation: Platinum—\$20,000; Gold—\$10,000; Silver—\$5,000; Diamond \$3,000 and Bronz—\$1,000. In addition to various levels of signage and acknowledgements, the following offerings are for each level of sponsorship: Platinum—2 tables of 12, priority seating and one full-page ad; Gold—1 table of 12 and one full-page ad; Silver—six tickets, priority seating and a full-page ad; Diamond—four tickets, priority seating and one half page ad and Bronz—2-two tickets, non-priority seating and one half page ad.
- **Artists for the Event**— Four Artists were confirmed for the event: Joyce Williams (Must Have Accessories); Marion Howard, Joe Cobbinah (Dafco's Gallery) and Alvin Clayton. These names will appear on the invitations. There is room for a fifth artist and the committee is ac-

cepting suggestions. If an additional artist is identified, their names will be added to the electronic version of the invitation.

- **Photography**—This year two photographers will be used to cover this year's event. The lowest bidder for two photographers was Margot Jordan and she has been confirmed. The reason for two photographers was due to the many activities that will be taking place during the event and the desire to increase visibility for the Link's brand through photography. Additional dollars for the extra photographer will be paid for from the J and J contingency budget.
- **Invitations**— The committee agreed with the recommendation to go to press on the 15th of February with the available information on featured entertainment and artists already selected for the event. Decisions on additional artists and entertainers made after the 15th of February will be placed on the electronic version of the invitation. Invitations will be distributed at the February Chapter meeting.
- **Budget Forecast**—Committee chairs will be reviewing the expense budget allocated to their committee and be prepared to let the J and J co-chairs know the anticipated expenses needed to complete their assigned tasks. The event co-chairs will be looking to revise the expense budget to reflect a more realistic expense forecast for the J and J event.
- **Tabled to the Next Meeting**—Outstanding issues that the committee would like to resolve prior to the Chapter meeting include a discussion on (1) how to maximize the potential to raise dollars from the Silent Auction, and (2) consider a special “priority seating” for the Membership as an incentive to increase sales of tickets for the event.

MOTIONS FOR THE EXECUTIVE COMMITTEE TO CONSIDER:

No motions for the Executive Committee

Submitted by: Claudia L Edwards and Bettye Perkins

Date: February 19, 2017