




# JAVA AND JAZZ 2019

February 10, 2019

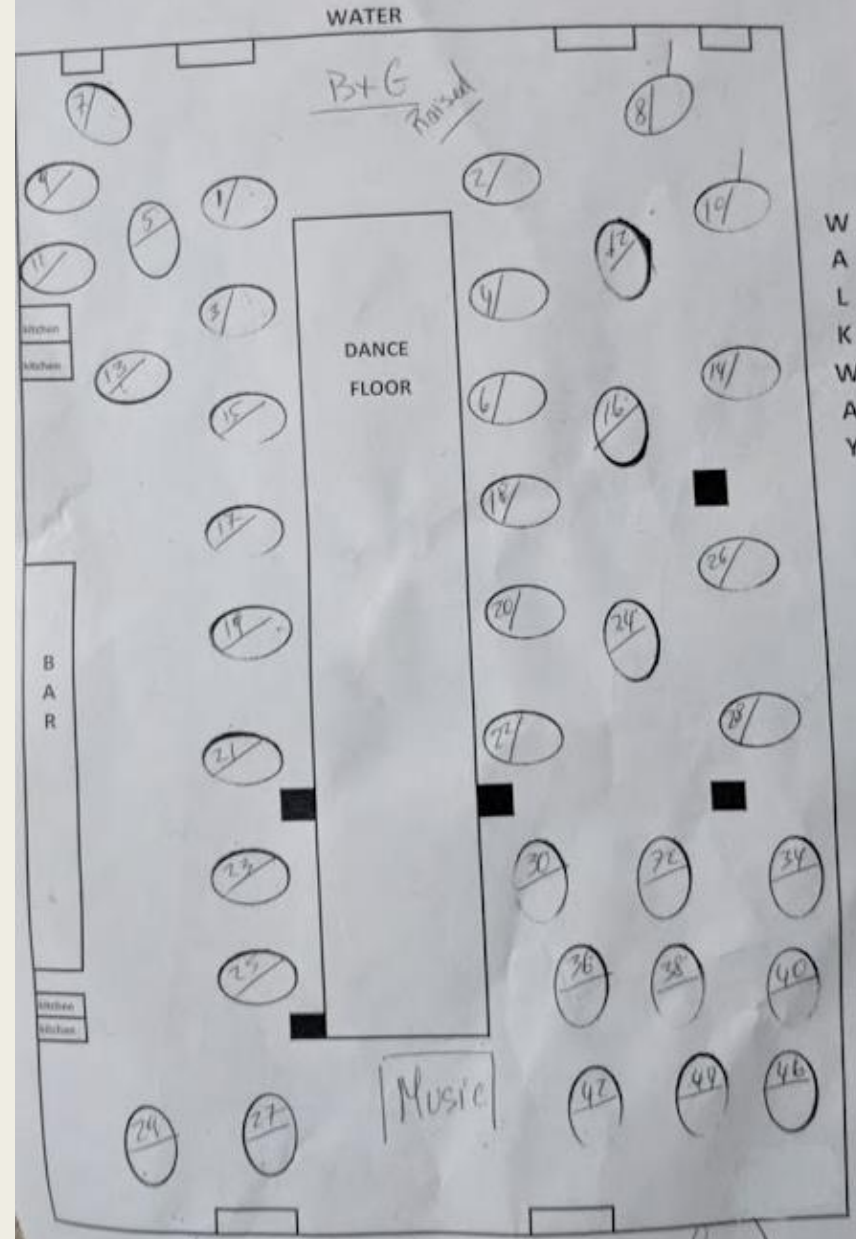


# SURF CLUB

- Contract signed
- Site Visit to venue was January 8, 2019.
  - *Discussed placement of artists, coffee stations and step and repeat*
- Tables of 10 and or 12 can be set up
- Dance floor will be reduced in size from sketch
- Enhanced Reception: Menu items need to be chosen

# Grand Ballroom

NAME OF EVENT: \_\_\_\_\_ DAY: \_\_\_\_\_ DATE: \_\_\_\_\_  
INVITATION TIME: \_\_\_\_\_ CEREMONY TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_



# Communications, IT Virtual Journal Committee

- Save the Date card:
  - *Both digital and hard copy save the dates have been distributed.*
- Invitations
  - *Draft invitation should be ready for review and printing this week*
  - *Response cards for tickets, virtual ads and sponsorships need review;*
- Links National President will be invited
- Requests for proclamations/letters of support going out this week

# Guest payment & Financial operations

- Final payments for tickets will be April 20, 2019.
  - *Update on Website payment options :*
    - Ticket payments will go through the Foundation via Eventbrite
    - Eventbrite is live!
    - [jjonthesound.Eventbrite.com](http://jjonthesound.Eventbrite.com)
    - Payments for ads, sponsorships and artists sales will go to chapter



# Save The Date

Sunday, May 19, 2019

**The Westchester County (NY)  
Chapter of The Links, Incorporated  
"Java & Jazz"**

The Surf Club On The Sound  
New Rochelle, NY  
12:00 pm - 4:00 pm

Invite to follow



*Linked in Friendship. Connected to Service  
Westchester County (NY) Chapter*

[www.westchestercountylinksinc.org](http://www.westchestercountylinksinc.org)

Projected Expense Budget vs. Historical - Java and Jazz, 2019								
Expenses	2015	2017	2019	Diff	% CHG	Diff		
	VIP 380 @ \$60	Mamaroneck 405 @ \$60	Surf Club 350 @ \$55	2019 - 2017 Level	2019 - 2017 In Percent	2019 Actual	2019 Proj - Actual	Description
Catering /Venue Expenses	\$22,800.0	\$24,300.0	\$19,250.0	-\$5,050.0	(20.8)			Top Shelf open bar X 1 hr/Signature drink (included) based on
Vendor Meals X 7			\$350.0	\$350.0				Vendor Meals + helper
Link Foundation Fees	\$50.0	\$50.0	\$50.0	\$0.0	0.0			GUEST PAYMENTS/FINANCIAL
Payment to Artists for Sales	\$10,036.7	\$10,036.0	TBD					ARTS
Musical Entertainment (Jazz Band)	\$4,400.0	\$2,800.0	\$2,800.0	\$0.0	0.0	\$2,400.0	\$400.0	ENTERTAINMENT - Booker/ Sonny will perform for 4 hours beginning at noon. \$200 is compensation for the one-hour
Stipend for Student Musician	\$200.0	\$200.0	\$200.0	\$0.0	0.0			ENTERTAINMENT
Stipend for Student Artist	\$0.0	\$200.0	\$200.0	\$0.0	0.0			ENTERTAINMENT
Photography	\$625.0	\$700.0	\$700.0	\$0.0	0.0	\$875.0	-\$175.0	PHOTOGRAPHY
Decorations	\$1,125.0	\$2,300.0	\$2,000.0	-\$300.0	(13.0)			DECORATIONS - tables, event area and
Printing and Postage (Invitations)	\$0.0	\$2,500.0	\$950.0	-\$1,550.0	(62.0)			INVITATIONS
Signage	\$0.0	\$2,500.0	\$1,000.0	-\$1,500.0	(60.0)			COMMUNICATIONS
Insurance	\$350.0	\$350.0	\$350.0	\$0.0	0.0			GUEST PAYMENTS/FINANCIAL
Unlimited Coffee and Dessert Bar/ Enhanced Reception	\$0.0	\$4,400.0	\$4,400.0	\$0.0	0.0			CO-CHAIRS
AV Media	\$0.0	\$4,000.0	\$3,455.0	-\$545.0	(13.6)	\$3,141.0	\$314.0	Rental (65" LED TV Screen (4), six speaker sound system, 100 Ft 20-24 channel audio snake, and wireless mic (2) w/
Journal/ Virtual Journal (FundAMeter)	\$3,050.0	\$1,000.0	\$3,150.0	\$2,150.0	215.0	\$3,150.0	\$0.0	DEVELOPMENT
Save the Date	\$234.0	\$300.0	\$0.0	-\$300.0	(100.0)			COMMUNICATIONS
Thank you tax letters Postage	\$0.0	\$125.0	\$125.0	\$0.0	0.0			GUEST PAYMENTS/FINANCIAL
Expenses for National President (Airfare, hotel, gift	\$2,775.0	\$0.0	\$0.0	\$0.0	0.0			
Expenses Regional VP	\$0.0	\$1,300.0	\$0.0	-\$1,300.0	(100.0)			CO-CHAIRS
Miscellaneous	\$475.0	\$100.0	\$0.0	-\$100.0	(100.0)			DEVELOPMENT
<b>Total Savings</b>				<b>-\$8,145.0</b>			<b>\$539.0</b>	
<b>Sub Total Other Expenses</b>	<b>\$22,845.7</b>	<b>\$32,861.0</b>	<b>\$19,730.0</b>	<b>-\$13,131.0</b>	<b>(40.0)</b>			
<b>Total Expenses</b>	<b>\$45,645.7</b>	<b>\$57,161.0</b>	<b>\$38,980.0</b>	<b>-\$18,181.0</b>	<b>(31.8)</b>			
Contingency @ 5% of Other Expenses Budget	\$0.0	\$1,643.1	\$1,973.0	\$330.0	20.1			
<b>Total Expenses plus Contingency</b>	<b>\$45,645.7</b>	<b>\$58,804.1</b>	<b>\$40,953.0</b>	<b>-\$17,851.1</b>	<b>(30.4)</b>			

**Projected Expense Budget & Dollars Spent - Java and Jazz, 2019**

Expenses	2019 Projection	2019 Signed Contract	Diff 2019 Proj - Contract	Dollars Spent As of 12.29	Description	Dollars Spent Description
Catering /Venue Expenses	\$19,250.0			\$2,500.0	Top Shelf open bar X 1 hr/Signature drink(included) based on \$55(7) vendors	The second deposit is due in January \$7,700 and April \$5,775
Vendor Meals X 7	\$350.0				Vendor Meals + helper	
Link Foundation Fees	\$50.0				GUEST PAYMENTS/FINANCIAL OBLIGATIONS	Guest Payments and Financial Operations
Payment to Artists for Sales	TBD				ARTS	Artists Committee
Musical Entertainment (Jazz Band)	\$2,800.0	\$2,400.0	\$400.0	\$500.0	ENTERTAINMENT - Booker/ Sonny will perform for 4 hours beginning at noon. \$200 is compensation for the one-hour reception and the balance for the remainder of the event through 4:00 pm	Deposit
Stipend for Student Musician	\$200.0				ENTERTAINMENT	
Stipend for Student Artist	\$200.0				ENTERTAINMENT	
Photography	\$700.0	\$875.0	-\$175.0		PHOTOGRAPHY	
Decorations	\$2,000.0				DECORATIONS - tables, event area and honorees	
Printing and Postage (Invitations)	\$950.0				INVITATIONS	
Signage	\$1,000.0				COMMUNICATIONS	
Insurance	\$350.0				GUEST PAYMENTS/FINANCIAL OBLIGATIONS	
Unlimited Coffee and Desert Bar	\$4,400.0				CO-CHAIRS	
AV Media	\$3,455.0	\$3,141.0	\$314.0	\$2,516.4	Rental (65" LED TV Screen (4), six speaker sound system, 100 Ft 20-24 channel audio snake, and wireless mic (2) w/ stands & labor and delivery and pickup minus 10% discount \$2640 + \$850	Deposit renegotiated to 40% (\$2,516.40) with 30% due in April and remaining balance due on May 19th
Journal/ Virtual Journal (FundAMeter)	\$3,150.0	\$3,150.0	\$0.0		DEVELOPMENT	Total cost for AV & FundAMeter is \$6,291.0
Save the Date	\$0.0				COMMUNICATIONS	
Thank you tax letters Postage	\$125.0				GUEST PAYMENTS/FINANCIAL OBLIGATIONS	
Expenses for National President (Airfare, hotel, gift	\$0.0					
Expenses Regional VP	\$0.0				CO-CHAIRS	
Miscellaneous	\$0.0				DEVELOPMENT	
<b>Total Savings</b>			<b>\$539.0</b>	<b>\$5,516.4</b>		
<b>Sub Total Other Expenses</b>	<b>\$19,730.0</b>					
<b>Total Expenses</b>	<b>\$38,980.0</b>					
Contingency @ 5% of Other Expenses Budget	\$1,973.0					
<b>Total Expenses plus Contingency</b>	<b>\$40,953.0</b>					



### Projected Revenue - Java and Jazz, 2019

Line Item	2017 Actual Revenue	2019 Projected Revenue	2019 Actual	Diff 2019 - 2017 Level	Diff Actual - Proj Level	% CHG 2019 - 2017 Percent
Ticket Sales	\$48,090.0	\$36,450.0		-\$11,640.0		(24.2)
Donations/ FundAMeter	\$1,165.0	\$20,000.0		\$18,835.0		
Sponsorships	\$60,000.0	\$63,500.0		\$3,500.0		5.8
Colgate - three tables, donation, floral step & repeat, music, photographer, lighting, catering/ enhanced reception, graphics (save the date, invitations, and sponsorship package, 500 give-a-ways)	\$24,000.0	\$24,000.0	\$40,150.0	\$0.0	\$16,150.0	0.0
Fareri Family	\$20,000.0	\$0.0				
Morgan Stanley	\$10,000.0	\$0.0				
Entergy	\$3,000.0	\$0.0				
Share NY	\$3,000.0	\$0.0				
Other Sponsors - 2019	\$0.0	\$35,000.0				
Grass Roots	\$0.0	\$4,500.0				
Silent Auction	\$1,575.0	\$2,000.0		\$425.0		27.0
Art Sales (Gross) Net Profit	\$23,749.0	\$23,749.0		\$0.0		0.0
Book Sales	\$80.0	\$0.0		-\$80.0		
Journal/ Ads	\$800.0	\$0.0		-\$800.0		
<b>Total Expenses</b>	<b>\$135,459.0</b>	<b>\$145,699.0</b>		<b>\$10,240.0</b>		<b>7.6</b>

# On site fundraising

- Chapter has approved hiring VeeKast
  - *Company offers packages that include a Fundameter which allows for text donations*
  - *will handle virtual journal ads along with photo montage*
  - *Can also provide AV equipment and can accommodate musician audio*
- Contract with VeeKast has been signed
  - *Veekast demo of fundameter to be scheduled for Feb 23*

# Artists sub committee

- We have identified and retrieved the contact information/contract forms for all of the artists that previously participated.
- Link Michelle contacted Joyce Williams, who agreed to participate again.
- Note : walk through confirmed space for 5 artists
- Student artist Maya will exhibit work but will not sell.
- Contracts need to be issued and signed

# Sponsorship sub committee

- Sponsorship packages distributed to chapter at January meeting
  - *Sponsorship deadline March 1, 2019*
- Grassroots & Ads
  - *We are asking each member to procure at least one \$100 ad*
    - The ad may be from a small business or a personal ad
    - Deadline for ads: March 31, 2019. Art work to Link Hillary
    - The journal/ ads component raised \$800 in 2017; we are now asking for \$4,500
- Honorees
  - *Senator Andrea Stewart Cousins –Trailblazer Award*
  - *The Wartburg Home—Community Partner Award*
  - *Colgate Palmolive—Corporate Citizenship Award*
- Awards
  - *Link Earlene has agreed to work on physical awards*

# Entertainment sub committee

- Band selected—Sonny and Company
  - *12 piece band*
  - *Can play jazz and dance music (if needed)*
  - *\$2400 includes vocalist for reception if needed*
- Reception Musician—Colgate funded
  - *Need details on what is being provided:*

# Decorations sub committee

- Reception decorations will be handled by Colgate
  - *Floral Step and Repeat will be in reception space*
- Committee wants to focus centerpieces on coffees from around the world
- Envision beans in glass jars with notations on countries of origin
- Pat Hurlock has offered musically themed accents

# Photography

- Photographer Chosen- Lonnie Webb
- *Group Photo will be at 11:30 am*

# Registration Committee

- The Committee has begun to meet. They have gotten notes from previous Registration committees
- Committee will consider using ipads for registration but will also need hard copy guest sheets arranged by name of Link, alphabetical order
- A solutions table will be set up to handle special cases—payments at the door, names not on sheets; unknown Link guest, etc



# Seating Committee

- Priority seating will be assigned based on date of payment for a full table.
- *Deadline for requesting priority tables is March 23*

# Other considerations

- All chapter members should wear green
- Need to decide on step/stroll that will be used for chapter members to enter ballroom