

Final Report
For Opening Reception of 56th Symphony Season on Nov. 12, 2016
Barbara B. Mann Performing Arts Hall
Point of Contact: Karen Hutto, Operations Manager B.B. Mann Hall

Date of report submission: Wednesday, February 1, 2017

Committee members: Carol Connor, Christine La Croix, Liz Marnul, Annie Mrozinski, Millie Poland, Charlotte Qua, Pam Simon

The following plans were implemented for the Opening Reception held in the Judd Pavilion of the Barbara B. Mann Performing Arts Hall:

*Décor: Pam and Christine secured centerpieces and runners for the high top tables.

*"Flash" musicians: Pam arranged for a "flash" singer to perform two songs.

*Microphone and 2 speakers: Pam contacted Karen Hutto (Operations Mgr. at BB Mann) to say that the committee decided to utilize the sound system at BB Mann. The committee had considered using a donated system from an outside source.

*Security: The committee felt we had adequate security with the BB Mann personnel, a master list of attendees, guest ticketing, and with 5 volunteers at the check-in desk.

*Check-in: Millie Poland coordinated the check-in procedure utilizing a team of 5 volunteers

*Running Time Chart: Annie Mrozinski created a Running Time Chart for the evening. The chart was submitted to President Yvonne Breska.

*Verification of Volunteers: Those volunteering for the evening reception were contacted to remind them of the time to report to BB Mann and to clarify any last minute details.

*Catering: Sean O'Keefe of Bonefish Grill coordinated food service details for the event. The Society was gratified that Bonefish Grill of Fort Myers sponsored the cost of the food along with a service staff circulating among our guests.

*Treasurer: Liz Marnul kept tab of the evening's expenses as treasurer Roz Lesser was unable to attend.

*Invitations and e-blast: Invitations were snail mailed to market and promote the event. Thanks to Charlotte Qua for sponsoring the expense of the Save the Date cards and Invitations and for Sue Matthews's computer expertise in preparing e-blasts.

*Financials: Ticket Sales: \$4,770.00/Ticket cost: \$45.00

Expenses: \$1,455.30

Net: \$3,364.70

Respectfully submitted,

Annie Mrozinski
Opening Reception Committee for 2016-2017 season