

Electric City Playhouse

Fundraising Committee

The Fundraising Committee shall oversee and be responsible for carrying out fundraising activities as established by the Board of Directors.

The Committee shall

- Work with the Marketing/Advertising Committee to maintain updated prices for all marketing materials, based on Board action, for
 - season sponsorships,
 - show sponsorships,
 - season showbill / production playbill advertising, and
 - Thursday evening FunRaisers;
- Actively seek out and sell
 - season sponsorships,
 - show sponsorships,
 - season showbill /production playbill advertising, and
 - Thursday evening FunRaisers;
- Coordinate special fundraising projects (*e.g., large projects such as lobby renovation, new air handling units*);
- Plan, coordinate, and execute all fundraising special events, as determined by the Board of Directors, including but not limited to
 - Show-specific events,
 - Holiday events,
 - One-of-a-kind highlight events (*e.g., dinner and entertainment*);
- Work with the office manager to collect and record funds received for all fundraising activities;
- Collect copy/graphics for sponsorships and advertising sold, and forward to the Marketing/Advertising Committee for donor recognition and advertising; and
- Forward information and funds collected relative to FunRaisers to the Office Manager who will follow up and complete necessary contract and ticket creation.

The Committee shall be chaired by an ECP Board Member.

The Committee shall consist of three to six additional members.

Members of the committee shall include

- One Member-at-Large of the Board of Directors, unless all members of the Board are currently serving as chairpersons of standing committees;
- At least one person holding current membership status, not seated on the Board of Directors; and
- At least one person from the community at large. *Such person(s) may attain membership status after appointment to the committee. Such does not negate membership on this committee.*

The ECP president shall serve as an ex-officio member of the committee.

ECP Policies/Procedures

The Chair shall solicit and appoint members of the committee. Committee members' names shall be submitted to the President no later than the February Board meeting.

The Chair shall appoint at least one SubCommittee Chair

1. Special Events; filled by a Board Member-at-large. In such case as all Board Members are chairing standing committees, Special Events may be chaired by another member of the Fundraising Committee

The committee shall meet at least quarterly. The committee chair and committee members are encouraged to maintain regular contact between the minimum number of meetings as set forth in policy by utilizing technology.

No later than ten calendar days prior to each scheduled full committee meeting, the Chair shall provide the date, time, and place of each to the President for inclusion on the ECP master calendar.

