



THE SYMPHONY GUILD OF CHARLOTTE

The Symphony Guild of Charlotte Committee Chair Report

*Wherever possible, in completing your report,
please use bullet point format for your responses*

Date:

Committee:

Chairperson(s):

Planning Began: _____ **Project held:** _____
month/year month/year

DEMOGRAPHICS:

_____ Number of people served

_____ Number of volunteers who worked, including:

_____ Guild Members

_____ Youth Orchestra Members

_____ Other Volunteers

_____ Total number of volunteer hours expended

BUDGET & FINANCE REPORT:

	ACTUAL	BUDGET	DIFFERENCE
INCOME			
EXPENSES			
NET PROCEEDS			

BUDGET & FINANCE continued

Revenue and Expense Detail

Revenue:

Was revenue generated to offset this cost? yes no

If yes, please list major sources of revenue and give dollar amounts.
(DO NOT include in-kind underwriting, donations and sponsorships)

Total Revenue: \$ _____

Expenses:

Please list major items of expense and give dollar amounts.

Total Expenses: \$ _____

Net Proceeds: \$ _____

In-Kind:

Please list major sources of in-kind underwriting, donations and sponsorships and give estimated dollar amounts (attach donor list to report)

If applicable: Ticket Price: _____ Attendance: _____

COMMITTEE OVERVIEW:

Please provide a description of your committee's responsibilities:

What were the goals and objectives of your committee?

Were these goals met? How did you measure your success?

What were your committee's challenges on this program/project?

Were these challenges unique to this year? If yes, how so?

TIME LINE:

Please develop a month-by-month outline of the activities of this committee, and be sure to include all Guild Office needs and scheduling:

SUPPLIES:

Please list all supplies needed:

FOR INCOMING COMMITTEE CHAIR:

Please list all contacts with addresses and phone numbers for incoming chair:

Ideas and suggestions for incoming chair:

**MANY, MANY THANKS FOR YOUR INCREDIBLY HARD WORK THIS YEAR!
THE GUILD COULD NOT SUPPORT OUR ENRICHMENT PROGRAMS, THE
CHARLOTTE SYMPHONY AND YOUTH MUSIC EDUCATION
WITHOUT OUR AMAZING VOLUNTEERS!**