



**League of American Orchestras
Gold Award of Excellence Submission Form
Deadline: August 31, 2020**

After you have completed this form, please save a copy to your computer for your records, and then email the completed form to vcgoldaward@gmail.com

Project Name

Please include the year of the project in the title (e.g., "Designer House" 2019)

Project Category

Please select the most appropriate category from the dropdown menu

Year of Project/Program

Note: If the project did not take place during the 2019-2020 season, it does not qualify for submission for this year's award.

What year was the program launched? If ongoing, when did it originally start?

Submitter Information (person preparing submission)

Name

Email Address

YOUR VOLUNTEER ORGANIZATION

Volunteer Organization Name

Volunteer Organization President's Information

Name

Email

Phone Number

Mailing Address

Number of Members in your Volunteer Organization?

Please select from the dropdown menu

YOUR ORCHESTRA

Affiliated Orchestra(s)

City

State

Budget Group (Drop Down)

What is the budget size of your orchestra? If you aren't sure, leave this blank.
Please select from the dropdown menu

Orchestra Executive's Information

Name

Email Address

Office Phone Number

Community & Rationale

Briefly describe the "state" of your community orchestra and organization as well as the rationale for your project. Include information about economic growth or decline, health of the orchestra, vitality of your organization, etc.

YOUR PROJECT

Project Chair Information

Name

Position

Email

Phone Number

This will NOT be published on the League website.

Project Description

Please write a narrative paragraph addressing the following questions:

1. What were the goals or desired outcomes?
2. How was the need for this project determined?
3. Did you meet your goals; and, if so, how was it measured?
4. What new information/ideas were gained?
5. What obstacles or difficulties had to be overcome?
6. Was this a new twist to an old idea or former project? If so, what was the difference?
7. Do you think you will repeat this project? If not, why?

(Limit 400 words)

Project Audience

Please write a narrative paragraph addressing the following questions:

1. Was this project done to increase subscription or single ticket sales or as a marketing tool to attract concert attendees?
2. Was this project done in connection with the staff, sales office, musicians, or Board of Trustees of the symphony?
3. Did this project attract non-concert going members of the community?

(Limit 100 words)

Begin Date

On what date did the event begin?

End Date

On what date did the event end?

No response is required for ongoing or one-day events.

Volunteer Involvement

Please write a narrative paragraph addressing the following questions:

1. How many volunteers were needed to plan this event/project?
2. What were the roles involved in that planning? (Please do not include names.)
3. How many volunteers were needed on-site to staff this event/project?
4. Was there any orchestra staff involvement?

(Limit 100 words)

Total Revenue

Total Expenses

Net Income

In-Kind Contributions

List the main categories of in-kind contributions of donated products and services, and their value, including printing, mailing, food and beverage, transportation, entertainment, etc. Round all figures to nearest dollar. If zero, please indicate "0".

Budget

List the main categories in your budget and the amount of expense for each. Round all figures to nearest dollar. If zero, please indicate "0".

Ticketing Information

1. Were tickets sold to this event?
2. If so, what was the price and how many were sold?
 - a. If several "levels" of tickets were sold, please provide this information for each level or type.
3. Were ticket sales the main source of income? If not, what was?

(Limit 300 words)

Questions Contact

Please provide a contact person from your organization who could answer readers' questions.

Name

Email

Phone Number

This information WILL be published on the League website.

Additional Supporting Documents

Submitted projects may be posted to the website and are subject to editing by the League of American Orchestras.

Additional materials can be mailed to: League of American Orchestras
Attention: Danielle Clark-Newell
520 8th Avenue, Suite 2005, 20th Floor
New York, NY 10018

or,

emailed as a PDF/JPG to: **vcgoldaward@gmail.com**

If you have additional questions about the submission process, please email **vcgoldaward@gmail.com**.
Preferred entry format is PDF.