



**League of American Orchestras  
Gold Award of Excellence Submission Form  
Deadline: August 31, 2021**

***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](mailto:vcgoldaward@gmail.com)***

**Project Name**

*Please include the year of the project in the title (e.g., "2020 Educational Outreach")*

**Project Category**

*Please select the most appropriate category from the drop-down menu.*

**Year of Project/Program**

**Note:** If the project did not take place during the 2020-2021 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 drop-down 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 drop-down menu.*

### **Orchestra Executive's Information**

Name

Email Address

Office Phone Number

### **Community & Rationale**

Briefly describe the "state" of your community orchestra and organization as it relates to your project, including economic growth/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*This will NOT be published on the League website.*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**

Briefly summarize your project or program in a simple sentence or phrase. (Example: A fundraiser dinner party featuring symphony musicians in an intimate setting.) Then please write a narrative description of your project/program and address the following information:

- What were the goals or desired outcomes?
- How was the need for this project determined?
- Did you meet your goals; and, if so, how was it measured?
- What new information/ideas were gained?
- What obstacles or difficulties had to be overcome?
- Did this project reach a diverse audience or underserved population?
- Was this a new twist to an old idea or former project? If so, what was the difference?
- Do you think you will repeat this project? If not, why?

*(Limit 400 words)*

## **Photographs**

Please provide 3 to 5 descriptive photos of your event/project. If your project was held online or didn't lend itself to photography, please include a pdf or jpg of the invitation, program, etc. Please email your images to [vcgoldaward@gmail.com](mailto:vcgoldaward@gmail.com).

## **Project Audience**

Please write a narrative paragraph addressing the following questions:

- Was this project done to increase subscription or single ticket sales or as a marketing tool to attract concert attendees?
- Was this project done in connection with the staff, sales office, musicians, or Board of Trustees of the symphony?
- 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 paragraph addressing the following:

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

*(Limit 100 words)*

## **FINANCIAL INFORMATION**

Please be as accurate as possible in describing the revenue, expenses and income - make sure everything adds up.

**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**

- Were tickets sold to this event?
- If so, what was the price and how many were sold?
  - If several “levels” of tickets were sold, please provide this information for each level or type.
- 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 DOCUMENTATION**

Additional materials may be emailed  
as PDFs or JPEGs files to: **vcgoldaward@gmail.com**

or, mailed to: Kathy Leibrand  
7800 Quail Ridge  
Parkville, MO 64152-4386

If you have additional questions about the submission process, please email [vcgoldaward@gmail.com](mailto:vcgoldaward@gmail.com). Preferred entry format is PDF.

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