



# Gold Award of Excellence Submission Form

Deadline: August 31, 2022

**Instructions:** When completing your submission form please adhere to the following guidelines.

- Please submit your form on or before August 31<sup>st</sup>. We can't guarantee acceptance of the submission if the form is turned in after that date.
- Include between 1 and 5 images with your application. These should be sent with the application, not under separate cover.
- After you have completed this form, please save a copy to your computer for your records. Then attach the completed form and 1-5 images to an email and send to [vcgoldaward@gmail.com](mailto:vcgoldaward@gmail.com). Images must be in JPEG or PDF format.
- Following all instructions will result in a higher score.

**Project Name** Please include the year of the project in the name. (e.g., "Designer House 2021")

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

## **Timeline of Project/Program/Event**

Did the event take place between July 1, 2021 and June 30, 2022

Date event planning began

Date event ended, if not ongoing

If this is a recurring project, what year did it start?

**Submitter Information (person preparing submission)** This will NOT be published on the League website.

Name

Email

**Project Chair Information** This will NOT be published on the League website.

Name

Position

Email

Phone Number

**Questions Contact** This information WILL be published on the League website.

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

Name

Email

Phone Number

**Volunteer Organization Name**

**Volunteer Organization President's Information**

Name

Mailing Address

Email

City

Phone Number

State

Zip

**Number of Members in your Volunteer Organization** *Please select from the dropdown menu.*

**Affiliated Orchestra(s)**

City

State

**Orchestra Budget Group** *Please select from the dropdown menu.*

*If you are not sure go to the League website, [League Member Directory](#), and search for your orchestra.*

**Orchestra Executive's Information**

Name

Email

Office Phone

**Community & Rationale**

Briefly describe the “state” of your community orchestra and organization as it relates to your project. Include information about economic growth or decline, health of the orchestra, vitality of your organization, etc.  
(Limit 1000 characters)

## **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?
- What other organizations were involved in this project?
- 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 3000 characters)*

## **Photographs/Images**

Please provide 1 to 5 descriptive images of your event/project. If your project was held online or didn't lend itself to photography, please include a PDF or JPEG of the invitation, program, etc. Please submit your images as attachments to your submission form and email to [vcgoldaward@gmail.com](mailto:vcgoldaward@gmail.com).

### Project Audience

Please write a **NARRATIVE** paragraph describing the audience and addressing the following questions:

- Was this project meant to increase subscription or single ticket sales or as a marketing tool to attract concert attendees?
- How did the project involve the staff, sales office, musicians, or Board of Trustees of the symphony?
- How did this project attract non-concert going members of the community?

(Limit 1000 characters)

### Volunteer Involvement

Please write a **NARRATIVE** paragraph describing the volunteer involvement and addressing the following questions:

- How many total volunteers were involved (planning and onsite participation)?
- What were the roles involved in planning the event? (Please do not include names of people.)
- Were there any orchestra staff and/or musicians involved?

(Limit 1000 characters) .

### Financial Information

Please be as accurate as possible in evaluating income and expenses. Round all figures to the nearest dollar. If zero, please indicate "0".

Note:  $Gross\ Income - Total\ Expenses = Net\ Income$

Gross Income            \$

Total Expenses        \$

Net Income            \$

$Net\ Income = Gross\ Income - Total\ Expenses$   
Automatically Calculated

### **In-Kind Contributions**

List the major in-kind contributions of donated products and services, such as printing, mailing, food and beverage, transportation, entertainment, etc.

### **Sponsorship and Underwriting**

To what extent did sponsorships and underwriting support the project?

### **Budget**

List the main categories in your budget and the amount of expense for each. Round all figures to the 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?

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If you have additional questions about the submission process, please email Charlotte Lewis at [vcgoldaward@gmail.com](mailto:vcgoldaward@gmail.com).

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