Gold Award of Excellence
Submission Form

Deadline: Friday, September 5, 2025

League of American Orchestras
Gold Award *of Excellence*

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

- Please submit your form on or before September 5th . 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. Images must be in JPEG or PDF format.

- 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 and juliebrantley6@iCloud.com

- 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 2022")

Volunteer Organization Name

Affiliated Orchestra(s)

City: State:

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

Timeline of Project/Program/Event

Was the final part of the event completed between July 1, 2024, and June 30, 2025?

Date event planning began on this event

Date event ended

If this is a recurring project, what year did it start?
Example: Annual Gala began in 1982

Submitter Information (person preparing submission) *This will NOT be published on the League website*

Name   Email

Project Chair Information

Name   Position

                                                                        Phone Number

Email

Questions Contact *This information WILL be published on the League website*
Please provide a contact person from your organization who could answer reader's questions

Name

Email   Phone Number

Volunteer Organization President's Information

Name

Email

Phone Number

Mailing Address

City

State   Zip

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

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 200 words*)

Fully describe your project or program in **PARAGRAPH** form with details of how it was planned and carried out. (Example: "Evening in Paris 2022" was a fundraiser dinner party featuring symphony musicians in an intimate setting. Give details of how it was planned and carried out.) Then write a second **PARAGRAPH** of your program/project that addresses the following information:
(*Limit 400 words*)

- What new information/ideas were gained?
- What other organizations were involved in this project?
- 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?

Write a **PARAGRAPH** answering the following questions:

- What were the goals or desired outcomes?
- Did you meet your goals; and, if so, how was success measured?
  (Limit 150 words)

Write a **PARAGRAPH** answering the following questions:

- What obstacles or difficulties had to be overcome?
- How were they overcome?
  (Limit 150 words)

Write a **PARAGRAPH** answering the following questions:

- What audience was this project designed to reach?
- What audience did it reach?
- Did you reach an underserved audience?
  (Limit 150 words)

Audience Building/Collaboration

Please write a **_PARAGRAPH_** 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 100 words)

Volunteer Involvement

Please write a **_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 100 words)

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".

Gross Income $

Total Expenses $

Itemization of Finances

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".

Income:

Expenses:

In-Kind Contributions

List the major in-kind contributions of donated products and services, such as printing, mailing, food and beverage, transporation, entertainment, etc. If none, write "NONE" in the space.

Sponsorship and Underwriting

To what extent did sponsorships and underwriting support the project?
If none, write "NONE" in the space.

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?

Photographs/Images

Please provide 1 to 5 descriptive images of your event/project including the invitation and program. Please submit your images as attachments to your submission form and email to vcgoldaward@gmail.com and juliebrantley6@iCloud.com. Images must be in JPEG or PDF format.

After you have completed this form, please save a copy to your computer for your records. Then attach the saved completed form and the 1-5 images to an email and send to vcgoldaward@gmail.com and juliebrantley6@iCloud.com. Images must be in JPEG or PDF format.

If you have additional questions about the submission process, please email Julie Brantley at vcgoldaward@gmail.com and juliebrantley6@iCloud.com .

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