

Community Celebrations Grant Report

- 1) Approximate the attendance of your event: 150
- 2) How did count attendance and was the method effective? Why?
We counted the number of people who attend event on 5-4 by counting each individual. This is the most accurate way on counting and we believe that it was very effective.
- 3) Attach a copy of the actual expenses paid using the attached Grant Form.
(See Attachment)
- 4) List the methods for inviting attendees, and indicate the most success method.
We had posters, flyers and invitations printed. We also created facebook events, radio interviews and local Newspaper. However, we believe the most effective way of inviting people was word of mouth.
- 5) Please share with us what you would like the County's tourism board or other event planners to know about your event.
All those who attended the concerts enthusiastically received the program. Many people said that they learned a lot about the Abolitionists movement and the connection to our community. We had a very good representation of people in our community both racially and many different ages.
- 6) What did you learn this year that will help you put on a better celebration in the future? What would you do differently next time? *I learned that it's better to have people help you and not try to do everything yourself. I would definitely get more people who can help plan the event next time.*
- 7) What else would you like the Strategic Tourism Planning Board or other event planners to know about your event? *People really connected to the history in our area.*

RECEIVED MAY 21 2014

Celebration Name: _____

Community Celebrations Grant Application - Budget/Expense Report Form

Instructions: Complete this form and submit it with the application. If successful in receiving a grant, the organizer must also fill in this form after the event takes place with actual expenses and submit the document with the narrative report within one month of the event to:

Tom Knipe, Senior Planner/Tourism Coordinator, tknipe@tompkins-co.org or Tompkins County Planning, 121 East Court St., Ithaca, NY 14850. Email submission is strongly preferred.

EXPENSES	USE	DESCRIPTION (provide details)	ESTIMATED TOTAL	ESTIMATED USE OF GRANT	DIFFERENCE to be made up with other resources	
		Local talent	musicians for the event	\$500	\$400	\$100
		Local talent	accompanist	\$450	\$0	\$450
		Other entertainment		\$	\$	\$
		Local food	Reception	\$250	\$200	\$50
		Local products		\$	\$	\$
		Local services		\$	\$	\$
		Space rental		\$	\$	\$
		Sound system	Engineer for recording	\$250	\$200	\$50
		Reusable signs		\$	\$	\$
		Reusable banner		\$	\$	\$
		Paid Advertising	WSKG	\$175	\$175	\$
		Printed Collateral		\$	\$	\$
		Other Marketing	invitations	\$325	\$	\$325
		Support for Volunteers		\$	\$	\$
		Other		\$	\$	\$
		Other		\$	\$	\$
		Other		\$	\$	\$
		Other		\$	\$	\$
		Other		\$	\$	\$
		TOTAL EXPENSES		\$1,950	\$975	\$975

Community Celebrations Grant Share of Total Expenses (%) 50.0%

INCOME - CASH	SOURCE	DESCRIPTION (provide details)	ESTIMATED TOTAL
		Community Celebrations Grant	\$
		Other grant	\$
		Event revenues	\$
		Cash donations	donate to the group during intermission. 200
		Other	\$
		Other	\$
		SUBTOTAL (cash income)	\$200

INCOME - IN-KIND	SOURCE	DESCRIPTION (provide details)	ESTIMATED TOTAL
		Donated goods	food from members \$100
		Donated goods	
		Donated services	
		Donated services	
		SUBTOTAL (in-kind support)	\$100
		TOTAL REVENUES (including in-kind)	\$300
		REVENUES LESS EXPENSES	-\$1,650

Note: this form is also available as an Excel spreadsheet file. Email tknipe@tompkins-co.org



Invoice

Attn: Dr. Baruch Whitehead
Company Name: Dorothy Cotton Jubilee Singers
Address: P.O. Box 61
City, State, Zip Code: Ithaca, NY 14850
Date: April 1, 2014

Description	Quantity	Unit Price	Cost
Keep Going Commission Music for DCJS	1	\$250	\$250
			Subtotal \$250
			Tax 0.00
			Total \$250

Sincerely Yours,
Stan Spottwood

ITHACA

Ithaca College
Printing & Copying

Date Requested: 04-28-20143

Date Needed: 04-30-2014

Requested By: Dr. Baruch J. Whitehead

Approval: _____

Department: Music Education

Phone: 274-7988

Job Title: Voices of the Abolitionists Program

Pick Up/Drop Off Location: Whalen

Number of pages in document: 4

Number of copies needed: 175

Scan file to pdf, email to: _____

Please fill in your **21 digit ACCOUNT** number at the bottom of the page.

Full Color Copies

4.25 x 5.5 5.5 x 8.5 8.5 x 11 8.5 x 14 11 x 17 Other regular program size

Single Sided Double Sided

Collate Staple Portrait  2 on side  Landscape  Booklet 

Colored Paper:

- | | | | |
|--|------------------------------------|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Blue | <input type="checkbox"/> Cherry | <input type="checkbox"/> Gray | <input type="checkbox"/> Pink |
| <input type="checkbox"/> Buff | <input type="checkbox"/> Goldenrod | <input type="checkbox"/> Ivory | <input type="checkbox"/> Salmon |
| <input type="checkbox"/> Canary | <input type="checkbox"/> Green | <input type="checkbox"/> Orchid/Lilac | <input type="checkbox"/> Tan |
| <input type="checkbox"/> Other <u>glossy</u> | | | |

Bindery Options:

- | | | |
|--|--|--|
| <input type="checkbox"/> 3 Hole Punch | <input type="checkbox"/> Spiral Binding | <input type="checkbox"/> Laminating |
| <input type="checkbox"/> Tape/Glue Binding | <input type="checkbox"/> Coil Binding | <input type="checkbox"/> Foam Core Mounting |
| <input type="checkbox"/> Shrink Wrap | Fold: <input type="checkbox"/> Letter-fold <input checked="" type="checkbox"/> Half-fold | <input type="checkbox"/> Fold Type Inside <input type="checkbox"/> Fold Type Outside |

Special Instructions:

Please print the first page in color and pages 2-4 on a glossy white. The logo on page 4 should also be in color. use 11X 17 floded in half to make the program.
Thanks

File Time: _____

Total Copies: _____

Text Stock Used: _____

Cover Stock Used: _____

Total Cost \$ 1,28.63

21 Digit Account # 01.03.23.400.7632.000.13006

Other _____

Checks should be made payable to: Ithaca College

Rm.



ITHACA COLLEGE

Center for Print Production

Printing and Copying Requisition

Date Requested: 4-25-14 Date Needed: 4-27-14 Phone# 4-7958

Requested By: B. Whitehead Department: MUSIC Ed.

Pick Up/Drop Off Location: Whalen

Document Name: Notes of the Abolitionists Posters & Invitations

No. of pages in document: 2 **Finished size no. of copies needed: 200 Proof Requested

Scan paper file and email pdf to: 50 Invitations

Please fill in your 21 digit Account number at the bottom of the page.

- B&W Copies Color Copies
- **Finished Size: 4.25 x 5.5 5.5 x 8.5 8.5x11 8.5x14 11x17 Other 4x5
- Single Sided Double Sided
- Collate Staple Portrait 2 on side Landscape Booklet

Paper Information:

- Blue Cherry Gray Pink Orchid/Lilac Tan
- Buff Goldenrod Ivory Salmon Canary Green
- White Gloss Cover Stock White Gloss Text Weight Stock
- White Plain Cover Stock White Plain Text Weight Stock
- Other _____

Bindery Options:

- 3 Hole Punch Shrink Wrap Laminating
- Tape/Glue Binding Spiral Binding Coil Binding
- Foam Core Mounting Fold: Letter-fold Half-fold Fold Type Inside Fold Type Outside

*****Special Instructions*****

This Area For Center for Print Production Use

Total Copies _____
Total Cost \$ 74.96

21 Digit Account # _____ Other _____

Checks should be made payable to Ithaca College. Please remit to Ithaca College Center for Print Production, 953 Danby Road, Ithaca, NY 14850

FROM ACCT ****07

****07_050

100.00 PAF

Speakers
For Concert

Track Your Expenses...

- Auto/Travel
- Business
- Charities
- Clothing
- Dependent Care
- Education
- Entertainment
- Food
- Home
- Insurance
- Medical/Dental
- Savings
- Taxes
- Utilities
- Other

1064

540
5-29-14

Alexandria Greco
Twenty-five and no/100

Duplicate is produced using soy-based materials.
Images may appear light.

TAX DEDUCTIBLE ITEM

BAL. FOR'D	
ITEM AMOUNT	25.00
BALANCE	
DEPOSIT	
FOR'D	

Memo

For enhanced security your account number will not be printed on this copy

NOT NEGOTIABLE

FROM ACCT ****07

****07-CEM

168.00 P06

✓ Track Your Expenses...

- Auto/Travel
- Business
- Charities
- Clothing
- Dependent Care
- Education
- Entertainment
- Food
- Home
- Insurance
- Medical/Dental
- Savings
- Taxes
- Utilities
- Other

1065

5-9-14

Yanira Dore
Twenty-five and 100/100

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TAX DEDUCTIBLE ITEM

BAL. FOR'D	
ITEM. AMOUNT	25.00
BALANCE	
DEPOSIT	
FOR'D	

Memo

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NOT NEGOTIABLE

FROM ACCT ****07

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✓ Track Your Expenses...

- Auto/Travel
- Business
- Charities
- Clothing
- Dependent Care
- Education
- Entertainment
- Food
- Home
- Insurance
- Medical/Dental
- Savings
- Taxes
- Utilities
- Other

1066

5-9-14

Ritna Francos
Twenty-five and no/100

BAL. FOR'D	
ITEM AMOUNT	25.00
BALANCE	
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Memo _____

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USE AS...

FROM ACCT ****07

****07-050

100 00 000

1063

✓ Track Your Expenses...

- Auto/Travel
- Business
- Charities
- Clothing
- Dependent Care
- Education
- Entertainment
- Food
- Home
- Insurance
- Medical/Dental
- Savings
- Taxes
- Utilities
- Other

5-9-14

Eolena Roy
Fifty and no/100

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TAX DEDUCTIBLE ITEM

BAL. FOR'D	
ITEM AMOUNT	50.00
BALANCE	
DEPOSIT	
FOR'D	

Memo

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NOT NEGOTIABLE

USE THIS

FROM ACCT ****07

****07-050

150.00 POC

POOR SERVICE

✓ Track Your Expenses...

- Auto/Travel
- Business
- Charities
- Clothing
- Dependent Care
- Education
- Entertainment
- Food
- Home
- Insurance
- Medical/Dental
- Savings
- Taxes
- Utilities
- Other

1062

5/9/14

Cedrick-Michael Simmons
Fifty and 10/100

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TAX DEDUCTIBLE ITEM

BAL. FOR'D	
ITEM AMOUNT	50.00
BALANCE	
DEPOSIT	
FOR'D	

Memo _____

For enhanced security your account number will not be printed on this copy

NOT NEGOTIABLE

USE

FROM ACCT ****07
 ****07-950 160.00 206
 FROM ACCT ****3
 ****3-950 40.00 207
 FROM ACCT ****1
 ****1-950 70.00 208
 TO BUSINESS CHECKING
 *****0643-950 1575.00 209

SUSAN BROWN D/D
 BIRTHDAY SINGERS



1061

✓ Track Your Expenses...

- Auto/Travel
- Business
- Charities
- Clothing
- Dependent Care
- Education
- Entertainment
- Food
- Home
- Insurance
- Medical/Dental
- Savings
- Taxes
- Utilities
- Other

5/9/14

Jane Meyers
Fifty and no/100

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TAX DEDUCTIBLE ITEM

BAL FOR'D	
ITEM AMOUNT	50.00
BALANCE	
DEPOSIT	
FOR'D	

Memo

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NOT NEGOTIABLE

2013			2014 ^{223.28}			2015		
JANUARY	FEBRUARY	MARCH	JANUARY	FEBRUARY	MARCH	JANUARY	FEBRUARY	MARCH
SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS
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223.28
44.80
20.25

1076

✓ Track Your Expenses...

- Auto/Travel
- Business
- Charities
- Clothing
- Dependent Care
- Education
- Entertainment
- Food
- Home
- Insurance
- Medical/Dental
- Savings
- Taxes
- Utilities
- Other

5-9-14

William Staffeld
Fifty and no/100

BAL. FOR'D	
ITEM AMOUNT	50.00
BALANCE	
DEPOSIT	
FOR'D	

TAX DEDUCTIBLE ITEM

Memo:

For enhanced security your account number will not be printed on this copy

NOT NEGOTIABLE

SEMPER PARATI... SAFE CHECKS

2013			2014			2015		
JANUARY	FEBRUARY	MARCH	JANUARY	FEBRUARY	MARCH	JANUARY	FEBRUARY	MARCH
SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS
1 2 3 4 5	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12

223.28
44.80
178.48

MUSICIANS for the concert 1

Track Your Expenses...

- Auto/Travel
- Business
- Charities
- Clothing
- Dependent Care
- Education
- Entertainment
- Food
- Home
- Insurance
- Medical/Dental
- Savings
- Taxes
- Utilities
- Other

1077

5-9-14

DATE

Jan Cummins
Fifty and no/100

Duplicate is produced using soy-based materials.
Images may appear light.

BAL. FOR'D	
ITEM AMOUNT	50.00
BALANCE	
DEPOSIT	
FOR'D	

TAX DEDUCTIBLE ITEM

Memo

For enhanced security your account number will not be printed on this copy

NOT NEGOTIABLE

FROM RCCT ****07

MEMO TO THE CASHIER

DATE: _____

AMOUNT: _____

FOR: _____

FOR'D: _____

✓ Track Your Expenses...

- Auto/Travel
- Business
- Charities
- Clothing
- Dependent Care
- Education
- Entertainment
- Food
- Home
- Insurance
- Medical/Dental
- Savings
- Taxes
- Utilities
- Other

1067

5-4-14

date *Andrew Hedge*
Fifty and no/100

Duplicate is produced using soy-based materials. Images may appear light.

TAX DEDUCTIBLE ITEM

BAL FOR'D	
ITEM AMOUNT	50.00
BALANCE	
DEPOSIT	
FOR'D	

Memo _____

For enhanced security your account number will not be printed on this copy

NOT NEGOTIABLE

USE THIS SIDE

FROM HODI ****07

Track Your Expenses...

- Auto/Travel
- Business
- Charities
- Clothing
- Dependent Care
- Education
- Entertainment
- Food
- Home
- Insurance
- Medical/Dental
- Savings
- Taxes
- Utilities
- Other

1068

5-9-14

Aidan Boardman
Fifty and no/100

BAL. FOR'D	
ITEM AMOUNT	50.00
BALANCE	
DEPOSIT	
FOR'D	

Duplicate is produced using soy-based materials. Images may appear light.

TAX DEDUCTIBLE ITEM

Memo

For enhanced security your account number will not be printed on this copy

NOT NEGOTIABLE



FROM ACCT ****07

1069

✓ Track Your Expenses...

- Auto/Travel
- Business
- Charities
- Clothing
- Dependent Care
- Education
- Entertainment
- Food
- Home
- Insurance
- Medical/Dental
- Savings
- Taxes
- Utilities
- Other

5-9-14

Radio Cremata
One hundred and ^{no} 700

Duplicate is produced using soy-based materials.
Images may appear light.

TAX DEDUCTIBLE ITEM

BAL. FOR'D	
ITEM AMOUNT	100.00
BALANCE	
DEPOSIT	
FOR'D	

Memo

For enhanced security your account number will not be printed on this copy

NOT NEGOTIABLE

USE THIS SIDE FOR ALL CHECKS