

PACA Center Executive Director's Report, August, 2008

Scheduling of Events, Year One

Attached, please find a copy of the PACA first year calendar. This is a schedule of events for the first few months of operation, summer of 2009 through summer of 2010. I have been able to secure dates of set in, rehearsal and performances for:

- Park Avenue Players (George Eberth)
- Jenkins High School Theatre (Janet McLaughlin)
- StageTime Theatre School (Janet McLaughlin)
- PACA Center Theatre Company (Jessica McLaughlin Sety)
- Miss Chewelah Program (Candy Sweet)

The following events, that I am aware of, also need to be scheduled for planning and budgeting purposes:

- Northern Ballet and Performance (Anne Benedict)
- Jenkins High School Music Performances, Choir and Band
- Gina Greenwood Institute (Dance)
- Gala Opening of PACA
- Annual PACA Fund Drive Performance and Benefactor Celebration
- Veterans Day Celebration
- Professional Music Performances (Second Year?)
- Professional Theatre Performances (Second Year?)
- Professional Dance Performances (Second Year?)
- Holiday Fund Raiser?
- Daytime senior events (Films, speakers, music, etc.)

Please make suggestions as to programming.

Budgeting of Programs

All performances at PACA will be produced by PACA, which means that we, as a Board and Staff of the organization, will ensure that productions taking place on the PACA state are provided with:

- Set in and rehearsal time
- Advertising
- Box Office, Front of House (House Manager, Ushers and Ticket Takers), Stage and Janitorial Crew

PACA, in its first year of operation, will not build sets or costumes or provide extensive lighting or audio support for groups. They will be expected to bring in their own.

The PACA Center Theatre Company will be provided with the same support as the user organizations plus scenic, lighting and costume design, technical direction and construction support.

For budgeting purposes, for year one:

- PACA will be determined an "all volunteer organization," which means no one will be paid.
- PACA will not supply space for, or charge for, classes.
- Organizations that use the facility for performances will enter into a profit sharing plan for ticket sales with PACA or, if determined by the Board, will pay a user fee.
- PACA will not request any income from users from course fees or membership.
- Annual Income for PACA will be comprised of:
 - Fund Raiser
 - Grants
 - Event Sponsorships
 - Annual Fund Drive

The categories of donors in the capital fund drive shall be:

- Founding Benefactor (\$125,000 or more) - Elizabeth Riley
- Corporate Benefactors (\$100,000 to \$124,999)
- Corporation or Private Sponsors (\$50,000 to \$99,999)
- Sponsors (\$35,000 to \$49,999)
- Patrons (\$10,000 to \$24,999)
- Angels (\$5,000 to \$9,999)
- Starts (\$1,000 to \$4,999)
- Troupers (\$500 to \$999)
- Understudies (\$1 to \$499)

Committee assignments for information necessary to finish the documentation.

Finance and fund raising: Prepare annual fund drive categories and goals. Make possible donor list, corporate and private.

Production: Determine the three plays produced the first year. Augment theatre schedule with dance and music performances. Meet with Community Celebrations to discuss collaboration, in the summer, with Chataqua plus additional summer programming.

Building and Grounds: Identify aspects of the facility created in phase one and how much they will cost including bricks-and-mortar, design and engineering.

Executive Committee: (President, Vice President and Secretary) Meet with City and School District to determine legal, financial and annual production support commitment. Obtain offer of support, in writing, with appropriate approval (school board and city council).

Don McLaughlin, Executive Director