

Worshipful Master
Willie A. Agee, III KT, 33°

Senior Warden
Dorian F. Porter KT

Treasurer
Lawrence Jeter KT, 32°



Junior Warden
Eric Ware KT, 32°

Secretary
Alexander S. Groves KT

Tuesday, February 4, 2025

RE: Jazz Brunch 2025 Committee Report

Committee:	Jazz Brunch 2025
Project Scope:	Planning and executing second annual Jazz Brunch fundraising event for TSU Scholarship
Date of Project:	August 2 2025
Project Status:	Ongoing

Good evening Worshipful Master, Wardens, and Brothers

On behalf of the committee here are the following updates for the Jazz Brunch:

Venue:

Smyrna Event Center

- ◆ Venue has in-house catering,
- ◆ Liquor is allowed to be brought in and served by a licensed bartender for a fee (fee is listed in itemized costs below)
 - **Newest development-** The sale of alcohol is prohibited at this venue; drink tickets can be sold prior to the event, but not at the event center
- **The itemized costs go as follows:**
 - **Stage Fee for the band: \$375**
 - **Room Rental: \$1150**
 - **18% Production Charge: \$1088.82**
 - **Sales Tax: \$695.94**
 - **Food and Beverage (\$32.95 per person for 120 guests): \$3954**
 - **Bartender portable bar fee \$570**
 - ❖ **Approximate total costs \$7833.76**
- Contract has been signed, but to reserve this date officially with the venue, a deposit of \$1150 will need to be made no later than 2/17
- Considering the bar situation with the SEC the committee is open to suggestions from the body whether that includes altering ticket pricing to include an open bar, or finding another venue altogether, which would also include outsourcing a caterer.

Alternate venue option:

The event space at 100 Taylor

- Approximate costs would be anywhere from \$800-1800
- Can hold up to 200 people
- Has a bar and stage

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- **Can bring in our own catering**
- **We have inquired about more accurate pricing, and will ensure the sale of alcohol is permitted.**
- **Link is here: <https://www.eventective.com/nashville-tn/the-event-space-at-100-taylor-726261.html>**

Food

If we choose to proceed with using Smyrna Event Center, The following requirements are to be met:

- As stated above and in the previous report for the 1/16 RSC, the venue has in-house catering, prices per plate are **\$32.95**
 - A Contract and Banquet Event Order (BEO) will be issued to all parties after menu selections and details are made. These forms need to be completed not less than 30 days before your event.
 - Head counts and estimates are due to the catering office 7 days prior to the vent.
 - Serving will be buffet style that will remain open for 1.5 hours once the dining begins; 40 people minimum required
 - **The following Menu Items will be available**
 - ◆ Buttermilk Biscuits
 - ◆ Bacon
 - ◆ Sausage (patties or links)
 - ◆ Homemade Grits
 - ◆ Sausage Gravy
 - ◆ Scrambled Eggs
 - ◆ Fried Potatoes
 - ◆ Fried Chicken and Waffles
- Condiments:**
Butter
Jelly
- Beverages:**
 - ◆ Coffee
 - ◆ Fruit juices
 - ◆ Ice water- **If we are to go an alternate route and outsource a caterer, we have found a caterer that has a vast array of brunch options. So far there is not a menu item you can name that wouldn't be offered. If you would like to view for yourself, Please see the link below:**
<http://www.inheritedflavor.com>

Libations/Bartending

- As stated above in the venue section, Full mixed portable bar has a charge of \$4.75 per person

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(accounting for 120 guest that will be a fee of **\$570**) includes portable bar rental, ice, juices, sodas, cups, napkins straws and garnishes. Upon gaining clarity with the manager, direct liquor sales are not allowed, and pre-sold drink tickets would need to be executed.

Live Music/DJ

- Bro. Norcross has agreed to provide live music; Still waiting to solidify availability and rate; last year's rate was **\$700** for a trio, but from prior experience of last year's event suggested adding another member which would bring the fee to \$900. Since 2/1 he has agreed to the date and contract has been requested.
- Markaveous Leake (DJ KVO) has agreed to DJ for **\$60** – contract has been received.

Decorations

- We are currently in discussion with Sis. Dominique Overton to oversee decorations and to provide availability and rate An estimate of **\$800** was given, which is to include
 - Customized Floral Centerpieces for tables
 - Welcome Sign
 - Monogram grass wall photo option
 - Decorative set up and take down service
- **To date, grand total costs are approximately \$9633.76**
- **Estimated cost for libations is \$2071.24 which will be donated**
- **To meet a break-even margin would need to sell tickets at \$80 per person, \$600 for a table, which seats 8 people.**

Highlights:

- **Smyrna Event Center**
 - **Newest development-** The sale of alcohol is prohibited at this venue; drink tickets can be sold prior to the event, but not at the event center
 - **Contract has been signed, but to reserve this date officially with the venue, a deposit of \$1150 will need to be made no later than 2/17, (decision needs to be made at 2/6 RSC)**
 - **Considering the bar situation with the SEC the committee is open to suggestions from the body whether that includes altering ticket pricing to include an open bar, or finding another venue altogether, which would also include outsourcing a caterer.**

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Live Music/DJ

- Band -Quartet costs will be \$900. Since 2/1 he has agreed to the date and a contract has been requested.

- **Food**

- **If we are to go on an alternate venue route and outsource a caterer we have found a caterer that has a vast array of brunch options. So far there is not a menu item you can name that wouldn't be offered. If you would like to view for yourself, Please see the link below:**

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Humbly Submitted,
SW Dorian Porter - Chair
Marshall James Gresham
Bro. Clinton Shaw
Bro. Cedric Robinson

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