

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

Wednesday, March 5, 2025

RE: Jazz Brunch 2025 Committee Report

Committee:	Jazz Brunch 2025
Project Scope:	Planning and executing inaugural 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
- As of 2/13 , the venue deposit of \$1150 has been made, securing the venue for the date of 8/2/25.

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Food

- 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

Libations/Bartending

- As stated above in the venue section, Full mixed portable bar has a charge of \$4.75 per person (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 offers that are included in the tickets would need to be executed.
- The breakout for libations would in the realm of \$1500, but that will be at no cost to us as anonymous donor has agreed to provide the alcohol.

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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; has agreed to send the invoice ASAP
- Markaveous Leake (DJ KVO) has agreed to DJ free of charge— DJ has been booked.

Decorations

Sis. Dominique Overton was primarily selected to oversee this but due to the nature of current events, her status to do so remains uncertain, in contingency, I have been in contact with Ms. Shari Hollins who has volunteered to assist in decorating and planning the brunch in any capacity needed. SW Porter held a call with her on 2/27 to further discuss details and execution.

Ticket Costs:

Ticket Costs Suggestions

\$100 for a single ticket (open bar included)

\$75 for a single ticket (no bar, free mimosa included)

\$150 for couples (open bar included) ; \$100 (non-alcohol for couples)

\$600 per table (endless mimosas while supplies last)

Ticket type indicators suggested will be wristbands

- 1 color will be for table seat: unlimited mimosas, no bar
- 1 color will be for unlimited bar
- 1 color will be for no alcohol completely

- **To date, grand total costs are approximately \$9633.76**
- **Excluding libations that will be donated, the grand total costs will be \$10205**
- **To meet a break-even margin(with the libations being donated) we could sell tickets at \$75 per person, \$600 for a table, which seats 8 ppl; 136 tickets, would need to be sold to break even**

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Ongoing Details

- **Advertising/Marketing**
- **Sponsorship**
- **Digital Souvenir Book**
- **Door Prizes**

Highlights and Updates:

Venue

- **As of 2/13 the deposit has been made to secure the date of 8/2 at the Smyrna Event Center**
 - **Ticket Costs suggestions (discussions are still ongoing) :**
 - \$100 for a single ticket (open bar included)
 - \$75 for a single ticket (no bar, free mimosa included)
 - \$150 for couples (open bar included) ; \$100 (non-alcohol for couples)
 - \$600 per table (endless mimosas while supplies last)
- Ticket type indicators suggested will be wristbands
- 1 color will be for table seat: unlimited mimosas, no bar
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Humbly Submitted,
SW Dorian Porter - Chair
Marshall James Gresham
Bro. Clinton Shaw
Bro. Cedric Robinson

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