

**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, July 16, 2025**

**RE: Jazz Brunch 2025 Committee Report**

<b>Committee:</b>	Jazz Brunch 2025
<b>Project Scope:</b>	Planning and executing inaugural Jazz Brunch fundraising event for TSU Scholarship
<b>Date of Project:</b>	August 2 2025
<b>Project Status:</b>	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**

Ms. Shari Hollins who is a TSU alumni and has volunteered to assist in decorating and planning the brunch in any capacity needed. SW Porter has been in ongoing discussions with her and has given her info and materials to provide decorations and a sign for the event.

#### **Decoration schedule as of 5/29:**

Smyrna Event Center has agreed to allow us access to the building at 7AM on 8/2 to decorate, however if there is time and space, the afternoon/evening before we will be able to decorate on 8/1 as well.

### **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 - includes 8 people (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**

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- 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

## **Ongoing Details**

### **Advertising/Marketing**

Flyer is live - we need brothers to push the event via word of mouth as well as social media.

- Post on FB page as well as a story in your Instagram and FB
- \$200 recurring Social Media ad has been taken out by the Lodge.

### **Radio Advertising**

Gresham - \$250 per week for radio advertising; cost is also based on time of day it will be aired

### **Sponsorship**

We are in the process of doing business and organizational outreach

### **Digital Souvenir Book**

### **Door Prizes**

Suggestions:

Whisky - C. Robinson has confirmed donation

Car window tint offers: Bro. Shaw is sourcing offers from the following companies for prize packages:

- Solar Solutions
- Xtreme Window Tint
- Titan Window

As of 7/13, no confirmation of tint packages

D. Porter - will be purchasing a whiskey and decanter set as well as a box of cigars that can be raffled separately.

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## 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:**
    - \$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

## **Ticket Sales:**

**As of 7/12, 8 tables have been purchased, 1 purchased which stemmed from the social media ad, as well as 6 ticket purchases, bringing the confirmed head count to 73.**

**Based on our reach and response we can confidently plan on a head count of 94. The final head count and remainder of payment needs to be submitted by 7/24, so brothers need to purchase tickets by no later than 7/22.**

Flyer is completed and is below with the QR code - ticket prices have service and platform fees included.

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**JAZZ BRUNCH**  
**SUNS OUT FUN'S OUT**  
**SMRYNA EVENT CENTER**  
**8/2/25**  
**10 A - 2 P**  
**COST**  
\$ **75** NO BAR • \$ **100** COUPLES NO BAR  
\$ **100** OPEN BAR • \$ **150** COUPLES OPEN BAR



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

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