

Status:

Financial Officer: Dylan Hunn

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(8,497.90)</b>	<b>\$8,497.90</b>				
Undergraduate Special Fees		\$8,497.90				
5760 - Event Services	\$(2,380.00)	\$2,380.00				
6240 - Casual Labor	\$(1,440.00)	\$1,440.00				
6510 - Regular Meeting Food	\$(360.00)	\$360.00				
7130 - Postage/Courier	\$(99.90)	\$99.90				
7140 - Copies (Not Marketing)	\$(1,260.00)	\$1,260.00				
7220 - Marketing Copies / Print Expenses	\$(105.00)	\$105.00				
7410 - Equipment Purchase (Non-Cap)	\$(270.00)	\$270.00				
7420 - Equipment Rental	\$(340.00)	\$340.00				
7510 - Facilities Rental	\$(700.00)	\$700.00				
7810 - Royalties Expense	\$(1,500.00)	\$1,500.00				
7820 - Registration Expense	\$(43.00)	\$43.00				
[All Expense Total]	\$(8,497.90)					

## QUESTIONS & ANSWERS

**Have you applied for Special Fees in the past 3 years? If so, please detail the outcome of each attempt.**

We have not applied for special fees in the past.

**If you applied for Special Fees last year, is there an increase in the amount you're seeking this year? If so, why?**

We have not applied for special fees in the past.

**Please define the services provided by your group with the Special Fee, as per the ASSU Constitution:**

Prepare and perform a full concert program each quarter during the school year.  
 Recruit and audition new members, chiefly at the start of fall quarter each year.  
 Collaborate with other musicians and musical groups on campus.  
 Hold workshops on chamber music and collaborative leadership for the broader musical community on campus.

**What are the three largest line item requests in your budget and why?**

Our three largest expenses come from music licensing/rental, and labor/rentals through Event Services. The former is important for bringing contemporary classical music to campus, and the latter is important for actually producing our concerts.

**What is the average attendance at your events?**

Previously, 110-130. Next year, projected to be 130-150 or more.

**How do you plan to publicize your events/programs to the greater Stanford community? Have you registered with Events at Stanford?**

We plan to register with Events at Stanford, and we will publicize through all traditional means: Facebook, Stanford Daily, event calendars, email, flyers.

**If you are an umbrella group, please list the groups for which you are applying for Special Fees, their ASSU account numbers, and contact information for their financial officers.**

No umbrella group

**Please list all:1) assets, 2) reserves, 3) authorized and unauthorized non-ASSU bank accounts, 4) sources of funding other than Special**

None

**What events/programs does your group hold throughout the year for the Stanford Community?**

We hold 3 major concerts per year. In addition, we also do various formal and informal performances on campus, such as our "El Niño" performance in the Quad in the Fall.

**Why are you requesting Special Fees?**

We have a fairly regular quarterly schedule for our concerts and programming, which we think would benefit from a steady source of funding for the year.

**BUDGET DETAIL**

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific		\$(8,497.90)	\$8,497.90				
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
<b>5760</b> Event Services (Undergraduate Special Fees/Annual)	White Plastic Folding Chairs: Supplemental seating for audience members (Stanford Event Services). 150 chairs x 3 concerts 450 x \$1.15 = \$517.5	\$(520.00)	\$520.00				
<b>5760</b> Event Services (Undergraduate Special Fees/Annual)	Event Services Crew Fees (by hour): Stanford Event Services pickup and dropoff event crew labor fees for chairs, timpani, and music stands. Chairs take at most 2.5 hours per concert based on previous invoices, and timpani+music stands may take another 2.5 hours per concert. 5 hours labor x 3 concerts. 15 hours x \$96/hour = \$1440	\$(1,440.00)	\$1,440.00				
<b>5760</b> Event Services (Undergraduate Special Fees/Annual)	Black Banquet Chairs: Chairs for orchestra members (Stanford Event Services). 35 musicians x 3 concerts 105 x \$4 = \$420	\$(420.00)	\$420.00				
<b>6240</b> Casual Labor (Undergraduate Special Fees/Annual)	Ringer Fees: Hire substitute/supplementary musicians for instruments frequently unfilled by student orchestra membership, such as double bass and harp. This funding will be restricted to only those who are NOT Stanford students. We usually require 3 ringers per concert, and the going rates currently range from \$100 to \$200 depending on the calibre of the musician. 12 x \$120 = \$1440	\$(1,440.00)	\$1,440.00				
<b>6510</b> Regular Meeting Food (Undergraduate Special Fees/Annual)	Meeting food: As a group founded on the principal of democracy and collaboration, we meet regularly in addition to our rehearsals to discuss our operations, artistic direction, etc. 8 meetings per quarter x 3 quarters = 24 meetings 24 x \$15 = \$360	\$(360.00)	\$360.00				
<b>7130</b> Postage/Courier (Undergraduate Special Fees/Annual)	Return shipping for music rentals: Music publishers do not include return shipping in their music rental fees. Insured mail for up to \$600 is often required (e.g. Boosey & Hawkes). Medium Flat Rate Box \$13.45 with insurance (for up to six hundred dollars) \$19.85, for each music rental. 33.3 x \$33.3 = \$99.9	\$(99.90)	\$99.90				
<b>7140</b> Copies (Not Marketing) (Undergraduate Special Fees/Annual)	Program printing: Half-size program booklets contain program list, program notes, members bios, etc. With current audience sizes of 100-120 people per concert, we project an average of 150 audience members per concert next academic year. Thus 150 program booklets per quarter = 450 450 x \$2 = \$900	\$(900.00)	\$900.00				
<b>7140</b> Copies (Not Marketing) (Undergraduate Special Fees/Annual)	Parts printing: Sheet music for the musicians (&quot;parts&quot;). Each part consists of usually about a dozen pages of music. Essential to our work. 40 copies (for extras) x 3 pieces x 3 concerts 360 x \$1 = \$360	\$(360.00)	\$360.00				
<b>7220</b> Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)	Flyer printing: Flyers for recruitment and for concert publicity. 350 flyers per quarter x 3 quarters 1050 x \$0.1 = \$105	\$(105.00)	\$105.00				
<b>7410</b> Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)	Scores: Orchestral study scores for our programmed concert pieces. Copies of the full orchestral score allow our members to stay involved in the process of musical interpretation. Scores will be maintained by the group Librarian, and will strictly either be kept for future performances, or eventually be donated to the Stanford Music Library. We play on average 2-4 pieces per seasonal concert, and we want to provide 2 copies of study scores for each pieces. 3 concerts x 3 pieces x 2 copies = 18 study scores 18 x \$15 = \$270	\$(270.00)	\$270.00				

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<b>Non Event-Specific</b>		<b>\$(8,497.90)</b>	<b>\$8,497.90</b>				
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommen</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>7420</b>	<i>Instrument rental: We may on the off-chance require renting an instrument for a quarter, when a musician does not have access to their instrument. This happens most often with string basses. Quarterly rental of string bass from Kamimoto Strings in San Jose: \$339.30 (tax incl.) 1 x \$339.3 = \$339.3</i>	\$(340.00)	\$340.00				
Equipment Rental (Undergraduate Special Fees/Annual)							
<b>7510</b>	<i>Concert venue fees: Fees for reserving Oshman Hall in the McMurtry Center for one concert, based on quote from the building staff. 1 x \$700 = \$700</i>	\$(700.00)	\$700.00				
Facilities Rental (Undergraduate Special Fees/Annual)							
<b>7810</b>	<i>Music licensing/rental fees: Contemporary pieces from the 20th and 21st centuries are often still under copyright restrictions, and must be rented directly from the publisher. These licensing/rental fees have ranged from \$349 for Appalachian Spring (Boosey &amp; Hawkes) to \$550 for Barber's Knoxville. We play on average at most 1 copyrighted piece per concert. We think that it's important to perform more modern music, in keeping with our goal of making classical music more relatable to today's Stanford student. 3 x \$500 = \$1500</i>	\$(1,500.00)	\$1,500.00				
Royalties Expense (Undergraduate Special Fees/Annual)							
<b>7820</b>	<i>Activities Fair Tabling: SAL fees for tabling at annual Activities Fair 1 x \$43 = \$43</i>	\$(43.00)	\$43.00				
Registration Expense (Undergraduate Special Fees/Annual)							
<b>APPLICATION TOTALS</b>		<b>\$(8,497.90)</b>	<b>\$8,497.90</b>				

**ACCOUNT BALANCES**

<b>Account</b>		<b>Balance</b>
2-8857-1-0-2800	STANFORD COLLABORATIVE ORCHESTRA	\$85.82
2-8857-2-5-5760	SCO SPEC FEE EVENT SERVICES	\$2,289.00
2-8857-2-5-6240	SCO SPEC FEE CASUAL LABOR	\$1,440.00
2-8857-2-5-6510	SCO SPEC FEE REGULAR MEETING FOOD	\$318.60
2-8857-2-5-7130	SCO SPEC FEE	\$99.90
2-8857-2-5-7140	SCO SPEC FEE COPIES (NOT MKTG)	\$881.17
2-8857-2-5-7220	SCO SPEC FEE MARKETING COPIES	\$105.00
2-8857-2-5-7410	SCO SPEC FEE EQUIP PURCHASE (NON-CAP)	\$270.00
2-8857-2-5-7420	SCO SPEC FEE EQUIP RENTAL	\$285.77
2-8857-2-5-7510	SCO SPEC FEE FACILITIES RENTAL	\$700.00
2-8857-2-5-7810	SCO SPEC FEE ROYALTIES EXP	\$1,300.00
2-8857-2-5-7820	SCO SPEC FEE REGISTRATION EXPENSE	\$43.00