

Status: **Recommended As-is**

Financial Officer: Dylan Hunn

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(8,434.90)</b>	<b>\$8,779.90</b>	<b>\$8,779.90</b>	<b>\$8,779.90</b>		
Undergraduate Special Fees		\$8,779.90	\$8,779.90	\$8,779.90		
5760 - Event Services	\$(1,785.00)	\$2,130.00	\$2,130.00	\$2,130.00		
6240 - Casual Labor	\$(1,220.00)	\$1,220.00	\$1,220.00	\$1,220.00		
6510 - Regular Meeting Food	\$(360.00)	\$360.00	\$360.00	\$360.00		
6560 - Event Food	\$(45.00)	\$45.00	\$45.00	\$45.00		
7130 - Postage/Courier	\$(99.00)	\$99.00	\$99.00	\$99.00		
7140 - Copies (Not Marketing)	\$(1,200.00)	\$1,200.00	\$1,200.00	\$1,200.00		
7220 - Marketing Copies / Print Expenses	\$(105.00)	\$105.00	\$105.00	\$105.00		
7410 - Equipment Purchase (Non-Cap)	\$(445.00)	\$445.00	\$445.00	\$445.00		
7420 - Equipment Rental	\$(339.90)	\$339.90	\$339.90	\$339.90		
7510 - Facilities Rental	\$(700.00)	\$700.00	\$700.00	\$700.00		
7710 - Travel Fares	\$(243.00)	\$243.00	\$243.00	\$243.00		
7810 - Royalties Expense	\$(1,500.00)	\$1,500.00	\$1,500.00	\$1,500.00		
7820 - Registration Expense	\$(43.00)	\$43.00	\$43.00	\$43.00		
7840 - Tickets Expense	\$(350.00)	\$350.00	\$350.00	\$350.00		
[All Expense Total]	\$(8,434.90)					

## QUESTIONS & ANSWERS

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

Yes. We applied for an Annual Grant for the first time last year. We had one of the smallest requests of any groups, which was approved after we gathered the necessary signatures.

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

Not significantly. Our proposed budget is approximately the same (within ~2%). We are only requesting the funds we need.

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

I am not entirely sure what is intended by this question; we are a performing arts group open to students, and we put on free and open concerts for the Stanford community.

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

Our largest is \$1500 for Royalties Expenses. Since we are a performing arts group, we must pay royalties to the composer and publisher for the pieces we play. Thus, although we try to minimize this expense, we can't avoid it.

Our second largest is \$1440 for Event Services. We pay this money to Stanford Event Services in order to get essential items for our concert, like chairs.

Our third largest expense is a tie between copies and casual labor, both for \$720. Copies are essential so we can print out the music that we play. The casual labor lets us occasionally hire ringers to play instruments that few Stanford students can play (such as harp, or bass flute).

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

We hold three concerts per quarter (in addition to occasional informal concerts, usually outdoors). All concerts are free and open. Average attendance is 100-150 people.

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

We print and post fliers all over campus, email mailing lists, and put our events in University mailers and bulletins (through the Music department).

**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.**

We are not an umbrella group.

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

- 1) Our only long-term assets are scores and music we previously purchased with money generously awarded by the ASSU. These are probably valued at \$200, or similar.
- 2) We do not maintain reserves.
- 3) We have no bank accounts other than those listed in MyGroups, and all of our season funding is generously granted through ASSU Annual Grants.
- 4) We do not have other sources of funding; due to our relatively small budget, we have sought not to complicate our finances by dividing the budget.

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

We hold three annual concerts, which are totally free. These are widely-publicized and intended to be more accessible than a typical orchestra concert; we make them fun and participatory.

We also occasionally have informal, outdoor shows (1-2 per year), typically in the Autumn and at Admit Weekend. Again, these are free and open.

**Why are you requesting Special Fees?**

Since we are an arts group, we have few sources of revenue; we tried gigging once, but there is apparently little demand for student orchestras at professional events. Charging for admission to our concerts would be contrary to our essential core mission of democratizing (and making accessible!) classical music. Thus, we are requesting special fees to deliver free and high-quality classical music to Stanford students, and to allow students to participate in a unique and democratic ensemble.

**BUDGET DETAIL**

		<b>Budgeted</b>	<b>Requested</b>	<b>Recommen</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>Non Event-Specific</b>		<b>\$(8,779.90)</b>	<b>\$8,779.90</b>	<b>\$8,779.90</b>	<b>\$8,779.90</b>		
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommen</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>5760</b> Event Services (Undergraduate Special Fees/Annual)	Supplemental seating for concert and audience members (Stanford Event Services). \$1.15 per chair x 100 chairs x 3 concerts.	\$(345.00)	\$345.00	\$345.00	\$345.00		
<b>5760</b> Event Services (Undergraduate Special Fees/Annual)	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, at a rate of \$96 per hour.	\$(1,440.00)	\$1,440.00	\$1,440.00	\$1,440.00		
<b>5760</b> Event Services (Undergraduate Special Fees/Annual)	Supplemental seating for concert and audience members (Stanford Event Services). \$1.15 per chair x 100 chairs x 3 concerts.	\$(345.00)	\$345.00	\$345.00	\$345.00		
<b>6240</b> Casual Labor (Undergraduate Special Fees/Annual)	For a single one of our three concerts each year, we plan to hire an A/V specialist to record our concert. Creating classical recordings is an important part of the mission of a classical music group. This quote is from Adrenalin Room near SF, for one day of recording studio use (with engineers).	\$(500.00)	\$500.00	\$500.00	\$500.00		
<b>6240</b> Casual Labor (Undergraduate Special Fees/Annual)	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 2-3 ringers per concert, and the going rates currently range from \$100 to \$200 depending on the calibre of the musician. Thus \$120 x 3 concerts x 2 ringers.	\$(720.00)	\$720.00	\$720.00	\$720.00		
<b>6510</b> Regular Meeting Food (Undergraduate Special Fees/Annual)	As a group founded on the principle of democracy and collaboration, we meet regularly in addition to our rehearsals to discuss our operations, artistic direction, etc (typically at a 1:1 ratio with rehearsals). 12 meetings per quarter (administrative meeting, post-concert meeting, one per rehearsal) x 3 quarters = 36 meetings. \$10 food per meeting.	\$(360.00)	\$360.00	\$360.00	\$360.00		
<b>6560</b> Event Food (Undergraduate Special Fees/Annual)	or each of our three public (and free) concerts, we purchase food for the audience. We believe that this helps make our concerts more accessible and casual, and often fits with our theme (e.g. for "SCOrY Time," we purchased milk and cookies). \$15 per concert x 3 = \$45.	\$(45.00)	\$45.00	\$45.00	\$45.00		
<b>7130</b> Postage/Courier (Undergraduate Special Fees/Annual)	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. This is a rate of \$33 per rental, times 3 rentals per year.	\$(99.00)	\$99.00	\$99.00	\$99.00		
<b>7140</b> Copies (Not Marketing) (Undergraduate Special Fees/Annual)	Sheet music for the musicians (&quot;parts&quot;). Each part consists of about ten or more pages of music (sometimes longer, usually for Romantic-era parts). These are the most important expense in our budget, and are absolutely essential to our work. We make the conservative assumptions: each page costs \$0.10, then \$0.10 x 10 pages x 40 copies x 4 pieces x 3 concerts = \$480.	\$(480.00)	\$480.00	\$480.00	\$480.00		

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
<b>Non Event-Specific</b>		<b>\$(8,779.90)</b>	<b>\$8,779.90</b>	<b>\$8,779.90</b>	<b>\$8,779.90</b>		
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommen</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>7140</b> Copies (Not Marketing) (Undergraduate Special Fees/Annual)	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 120 audience members per concert next academic year. Thus 120 program booklets per quarter = 360 booklets, at a unit price of \$2.00 to print each booklet.	\$(720.00)	\$720.00	\$720.00	\$720.00		
<b>7220</b> Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)	Flyers for recruitment and for concert publicity. 350 flyers per quarter at a unit price of \$0.10 x 3 quarters. Note that this total applies to both concert publicity and quarterly recruitment publicity.	\$(105.00)	\$105.00	\$105.00	\$105.00		
<b>7410</b> Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)	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 of the pieces. For printing or purchasing a score \$15 is a low estimate; most study scores (for example, Benjamin Britten's "Sea Interludes") are in the \$30-40 range. \$15 per score x 3 concerts x 3 pieces x 2 copies = 18 study scores (\$270)	\$(270.00)	\$270.00	\$270.00	\$270.00		
<b>7410</b> Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)	We plan to purchase binders next season, in order to keep track of our valuable printed parts, scores, and music more effectively. 35 members * 1 binder/member * \$5/binder = \$175.	\$(175.00)	\$175.00	\$175.00	\$175.00		
<b>7420</b> Equipment Rental (Undergraduate Special Fees/Annual)	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.)	\$(339.90)	\$339.90	\$339.90	\$339.90		
<b>7510</b> Facilities Rental (Undergraduate Special Fees/Annual)	We have one of our three concerts in a "nice" venue, such as Oshman Hall. Fees for reserving Oshman Hall in the McMurtry Center for one concert, based on quote from the building staff.	\$(700.00)	\$700.00	\$700.00	\$700.00		
<b>7710</b> Travel Fares (Undergraduate Special Fees/Annual)	Members occasionally travel, such as taking an uber or driving to pick up printed items such as concert programs, to pick up event food, or to transport rental instruments. This is filed under Travel Fares instead of "7720 Gas" since it might include other means of transportation (eg an Uber). However, since it will be mostly driving, I compute the estimated cost based on gas usage. We estimate each member should drive no more than 5 miles per concert. This gives 5 miles x \$0.54 published gas reimbursement rate x 30 members x 3 concerts = \$243.	\$(243.00)	\$243.00	\$243.00	\$243.00		

	Budgeted	Requested	Recommen	Approved	Petitioned	Elected
<b>Non Event-Specific</b>	<b>\$(8,779.90)</b>	<b>\$8,779.90</b>	<b>\$8,779.90</b>	<b>\$8,779.90</b>		

	Budgeted	Requested	Recommen	Approved	Petitioned	Elected
<b>7810</b> Royalties Expense (Undergraduate Special Fees/Annual)  <i>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 typically play at most 1 copyrighted piece per concert (partly to defray the cost of royalties). However, we think that it's important to perform more modern music, in keeping with our goal of making classical music more accessible to today's Stanford student. Since we plan to have 3 concerts per year, as we have in the past, and royalties cost around \$500 per piece, we estimate an annual cost of 3 x \$500=\$1500.</i>	\$(1,500.00)	\$1,500.00	\$1,500.00	\$1,500.00		
<b>7820</b> Registration Expense (Undergraduate Special Fees/Annual)  <i>SAL fees for tabling at annual Activities Fair</i>	\$(43.00)	\$43.00	\$43.00	\$43.00		
<b>7840</b> Tickets Expense (Undergraduate Special Fees/Annual)  <i>As a collaborative orchestra, we benefit greatly from exposure to what other similar ensembles are doing. We would like to attend a professional orchestra concert, which requires buying tickets. The tickets cost ~\$30, and we are requesting \$10 per ticket in funding. 35 members x 1 concert x \$10/ticket = \$350.</i>	\$(350.00)	\$350.00	\$350.00	\$350.00		
<b>APPLICATION TOTALS</b>	<b>\$(8,779.90)</b>	<b>\$8,779.90</b>	<b>\$8,779.90</b>	<b>\$8,779.90</b>		

**ACCOUNT BALANCES**

Account		Balance
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