Dear Valued Trustees:

I would like to propose chairing a committee to coordinate a Comedy Night @ the Hale FOE in the upcoming year. Here are the details that are known at this time:

**Cost: Estimated cost for 3 comedians: $1,150**

**Comedy: Provided by company: Comedy Series**

**When: A Saturday evening as can be arranged (January, February)**

**Food: Proposed Hors d’oeuvres for intermission**

**Time: 6:30 or 7:00 start time-will need to discuss with comedians; Possibly community room doors open 30-60 minutes before.**

**Where: Community Room**

**Who: Ann Aldrich to chair; Marie Rasch to help prepare food**

**Tickets: Sold beforehand and day of event if tickets still remain, hors d'oeuvres included in price**

**Bar: Available to community & members**

It is understood that $1,150 + food needs to be covered by the ticket price. The below chart indicates what we would need to charge at different quantities of tickets sold.

|  |  |  |  |
| --- | --- | --- | --- |
| **# of Tickets Sold** | **Comedy Cost per ticket** | **Added Cost of Food** | **Proposed Ticket Cost** |
| 50 | $23 | 5/person | $28 |
| 60 | $19.17 | 5/person | $25 |
| 75 | $15.33 | 4/person | $20 |
| 100 | $11.50 | 3/person | $15 |

My suggestion: I suggest planning on 60 (30 couples), charging $25 a ticket and anything above that would be profit. For examples, if 70 tickets were sold, there would be a $250 profit. For 80 tickets: $500 profit.

Beyond this information is the understanding that the longer we wait to book something, dates may fill up, prices may change, etc. Also, this is just a preliminary quote without looking at a contract to see if there are any catches like: being paid in advance, cancellation policy, additional money in tips, percentage of profit, etc. Sometimes these things aren’t originally disclosed.

Please consider my proposal. Once I have approval, I will quickly work to secure a date, contract, and organize all the pieces that need to be planned.

Thank you for your time and consideration!

Sincerely,

Ann Aldrich

989-965-2478