

Operations Manager Board Report

Submitted by Betty McLarty

April 11, 2022 Board Meeting

March Hours

- Managed Beethoven Meets the Beatles Concert
 - Ticket sales
 - Communicated with Libby and Thom at Frist Church
 - Arranged Piano Tuner
 - Managed front of house operations at concert and ticket sales (with Maura-thank you!)
 - Schedule printing of and pick up survey
 - Contracted Ben Oegema as sound engineer
 - Secured Ginger VandenBrink for photography
 - Concert Ticket Count/Ticket Money resolution/attendance report
 - 261 in attendance
 - Tickets – 1 student \$5, 23 group discounted tickets \$15, sold 231 full price, 20 comps and 9 free student
- Thank you note to donor
- Bank, Post Office Trip, Midtown Trips
- Board Meeting
- Communication - Emails, phone calls

UPCOMING TASKS

Thank You notes to Donors

BMI/ASCAP quarterly reports