

Business Patron Program Coordinator



Time Period: Full Year Location: Remote & In-person Shadow/Co-chair option

- Update Business Patron forms and letter at the start of the year
- Solicit donations from local businesses (Most donations are received during the first quarter of the school year)
- Track business patron donations referred by music parents or students as part of the Business Patron Student Incentive Program
 - Communicate the amount of Student Earned Funds to the *CutTime* Coordinator and Treasurer
- Maintain updated Business Patron list and logos for in-school promotions
- Communicate all current Patron information to the appropriate committee chairs/people for promised perks as listed on registration info:
 - to marching band managers for announcements during football games
 - to reserved concert seating and box office coordinators for winter and spring concerts
 - to directors for winter and spring concert programs
 - to directors/BOD for updating PowerPoint slides at the concerts
 - to the website managers for posting on the Patrons page
- Send thank you notes and receipts/awards/window clings, and mail or otherwise make sure tickets for concerts as appropriate per donation are available for pickup.