

Colorado Channel Authority Board  
Fundraising Sub-committee  
August 6, 2010  
Agenda

1. Report on Location of fundraiser, caterer – Contract to be signed with the Denver Art Museum. Room holds 300+.
2. Report on Underwriters and Sponsors, next steps – C&D Printing and the Denver Art Museum are our current confirmed sponsors. The Denver Art Museum would like to have a representative introduce and welcome everyone to the DAM. Online registration module needs to be in place by end of August (to be developed by OMF).

Printed invite to be created by mid-September. We do not think we will be printing more than 300 invites.

What are the other costs? A/V equipment; postage; poster display; table cards; photography (Sen. Steadman to ask a few individuals who may potentially donate services). Meal cost.

OMF to provide volunteers (at least 4 people)

3. Save the date e-mail and postcard printing, plan for distribution – Save the date cards have been distributed via email. Laura Hoepfner to follow-up and make sure everyone has sent these out to their contacts (goal is 100 contacts each.)
4. Master of Ceremonies – Terry Jessup to be confirmed by John Montgomery.
5. Plan for inviting legislators, supporters, staff
6. Next meeting: decide on a menu, start hammering out a program; make sure that no one (i.e. potential invites) is falling thru the cracks. Next meeting will be after the next CCAB meeting, or in place of it if there is no business to be discussed at the CCAB meeting.