

G. PUBLICATIONS AND BROCHURES

1. Yearbook (TBA)
2. Newsletter (TBA)
3. Concert programs

Standard language for concert programs includes the following elements. The first two elements should be in every program except those at the Kennedy Center, which bars mention of fund-raising. The third, description of the Club, should be used if space permits. The Program Director is responsible for informing Program Chairs, Foundation officials, the Composers Group Chair and others who prepare programs each year of these requirements.

- a. Acknowledgements of permission or support specific to a particular program.
- b. Acknowledgement of support given to the Club.
- c. Information about donations

The Club participates in the United Way (#8624) Combined Federal Campaign (#38448). Supporters can donate through our website, www.fmmc.org, or by checks to the Friday Morning Music Club, Inc, Jo-Ann Royer, Treasurer, 4342 Loyola Avenue, Alexandria VA 22304-1034. Contributions are tax deductible under section 501(c) (3) of the Internal Revenue Code.

- d. Capsule description of FMMC (from website – 189 words)

A community of music lovers and musicians, the Friday Morning Music Club, Inc., has promoted classical music in the Washington area for over 120 years. FMMC's public concerts—now held throughout the week—provide performing members with a host of outlets for their talents as well as delighting audiences in Washington DC, Maryland, and Virginia. All concerts are free and performed as a public service. Outreach recitals at senior facilities, in-home musicales, and master classes provide additional opportunities for members to explore music together without audition. The Club also fosters the development of local talent through competitions for local students and recitals by student members. Through the Friday Morning Music Club Foundation, it supports renowned international competitions for emerging professional string players, pianists, and singers, and for composers.

FMMC relies on modest annual dues, augmented by contributions, to cover its basic administrative and concert production expenses. The Club is run by member volunteers at minimal administrative cost.

New members and donations are always welcome. For more information about the Club and its activities, visit our website at www.fmmc.org.

4. General and season brochures

a. The season brochure, listing concert dates and venues, is prepared each August.

- 1) Once the Yearbook's calendar is final, the Yearbook Editor sends calendar information to the Public Relations Director.
- 2) The Public Relations Director organizes the information using the previous year's brochure as a guide and sends it to the Administrative Assistant, who prepares a draft of the brochure.
- 3) The Public Relations Director proofreads the draft, arranges for corrections as needed, selects the color of paper, and sends the final draft to the printer with instructions re: number to print.
- 4) The Public Relations Director, in consultation with the Program Director, arranges for each venue or event chair to receive copies for distribution before the first concert of the season.

b. General brochure.

The President, Public Relations Director, and Treasurer review this brochure each June and decide on any changes needed. The printing date (year) on the back panel is changed with each revision. The Public Relations Director selects the color for each version of the brochure and works with the Administrative Assistant and the printer to take it through publication.