Holly – Could you use this sample letter if you should get any addtl. reservation checks. If you keep a list of names & addresses, we'll send a little note near the concert date. Thanks!

Joanne
MaryEllen

August _____

xxxxx
xx
xxxxxxx

Dear

We are returning your check in the amount of $ _____ for concert tickets for the 1988-89 Music in the Home concert series. I'm sorry to report that the concert series is entirely sold out for this season.

I have retained your name and address in our file and would like to issue an invitation to the one concert in the series that is scheduled in a public place in the Barrington area. You will be notified of the date and location by mail, and we hope you will be able to join us.

Your interest in Barrington's chamber music concert series is much appreciated, and we do hope we can accommodate your request for tickets for next year's series if you choose to apply.

Sincerely yours,

Mary Ellen Henehan, Chairman
Music in the Home

mh:j

Enclosure

Barrington Area Arts Council

104 West Main Street • P.O. Box 1266 • Barrington, Illinois 60011 • (312) 382-5626

January 13, 1989

BOARD OF DIRECTORS
Warren R. Mellin
President
Sarah B. Ware
Vice President
Norval B. Stephens, Jr.
Vice President
Betty Ann Voûte
Secretary
Dwight E. Reed
Treasurer
Susan B. Major
Assistant Treasurer
Flo Bash
Sandra Berris
Mary Brennan
Jeanne Cannon
Diane Crawford
Birdie Edwards
Elaine Ellerstein
Sylvia H. Hagelow
Richard C. Johnson
Penny Lumsden
Audrey J. Nevers
Marilyn Patrick
Janet Ravencroft

ADVISORY BOARD
Roy N. Abare
Corliss D. Anderson
Carol M. Beese
Willard A. Brown, Jr.
Mitchell Erland
Sally H. Fairweather
James G. Fitzgerald
Thomas Z. Hayward
Rich Jernstedt
Donald Klein
Nancie Kozel
Tom Sammons
Richard P. Spicuzza
Kathy Umlauf
Curtis C. Verschoor

EXECUTIVE DIRECTOR
Lolly Siemon

Mrs. Peter Welsh
25408N Oneida Lane
Barrington, IL 60010

Dear Shirley:

This letter is to confirm our conversation in the fall regarding your willingness to host a Sunday afternoon concert for Barrington's Music-in-the Home 1988-89 concert series. To finalize arrangements, I would appreciate it very much if you would sign and return the enclosed copy of this letter. Pertinent concert details are as follows:

Date: Sunday, April 23, 1989

Time: Committee members arrive no earlier than 12 noon. Concert begins at 3 p.m. and concludes at 4:30 p.m. Refreshments are then served; committee members depart no later than 6 p.m.

Musicians: Chicago Symphony Orchestra String Quartet

Approximately two weeks before the concert date, you will be contacted by a Music-in-the Home committee member regarding the final setup arrangements for the concert.

We're excited about the quality and variety of the musicians we've scheduled for this season. Please know that your graciousness is most appreciated, and if you should have any questions, telephone me at 381-7669.

Sincerely yours,

Mary Ellen Henehan

Mary Ellen Henehan, Chairman
Music-in-the Home Committee

mh:j

Enclosures

Receipt acknowledged 1/20/89, 1989.

Signature

P.S. A duplicate of this letter was mailed to you in early September but evidently went astray in the postal system.

86

PROGRAMS

Sept. 28, Marathon Premium

The Chicago Musik
Location: Home of Mr. & Mrs.
J. Sanfilippo
Plum Tree Road

Mar. 8, Pianist

Carol Honigberg
Location: Home of Mr. & Mrs.
Douglas Kozel
1 Hickory Lane

Nov. 30, Christmas Concert

Chicago Chamber Orchestra
Location: Good Shepherd Manor
445 E. Main Street

Apr. 26, Brass Quintet

Symphony Brass Quintet of Chicago
Location: Lake Barrington Shores
Recreation Center
64 Old Barn Road
Host: Mr. & Mrs. Andre Rhoads

All concerts begin at 3 p.m., followed by a reception.

Make checks payable to BARRINGTON AREA ARTS COUNCIL.

Mail to Kathy Carroll
237 Maple Avenue
Barrington, IL 60010

NAME_____

ADDRESS_____

_____

Patron Ticket	$50.00	_____
Series Ticket	$30.00	_____
Consider joining the BAAC		
Individual	$10.00	_____
Family	$25.00	_____
Sponsor	$50.00	_____
Benefactor	$250.00	_____
Senior Citizen	$5.00	_____
Student	$5.00	_____
TOTAL		_____

(Tickets and directions to concerts will be sent by mail.)

10/17 24 -OPEN Kawail — Miniam Marian

INFORMATION FORM

1. Name of Organization: Barrington Area Arts Council Music in the Home
2. Address: 104 West Main St.
   City: Barrington State: Il. Zip: 60011
3. Telephone Number: P.O. Box 1266 382-5626
4. Person to Contact: Mary Ellen Henehan = 381-7669
5. Desired Date: September 24, 1989
   Desired Time: Musicians arrive about 12:30-1 P.M. A.M. 3:00 P.M. to 5:30 P.M.
6. Purpose of Meeting: Concert For Music in the Home - Wm. Ferris Chorale
7. Anticipated Number in Attendance: 150 (?) subscribers + reservations, only
8. What Part of Building is Desired: Sanctuary; piano + organ OK - Joel R.
   Use of Kitchen: Yes ✓ No ____
   If yes, what type of meal: No meal; light Food - reception
9. Name of Church Member Sponsor: ____

* we will not need Church's coffee pots.

Mary Ellen Henehan, Chairman - Music in the Home 4/21/89

Signature of Organization Contact Title Date

Signature of Church Member Sponsor Date

The Church linens and silver are only for use of The Presbyterian Church.

A church member, who sponsors or participates in an organization using the church facilities, is not to use the linens or silver.

Dr. Schmidt Sr. Pastor

The Presbyterian Church of Barrington
Six Brinker Road, Barrington, IL 60010-4098
(312) 381-0975

August 8, 1988

To: Trombone Ensemble: Leader, Charles G. Vernon

From: Barrington Area Arts Council..Music in the Home Committee

Re: Music in the Home Marathon Premium Concert

We members of the Music in the Home Committee of the Barrington Area Arts Council are delighted to hear that your performing group has accepted a concert date in our community. Our concert patrons will afford you a gracious welcome and will be most appreciative of your fine concert selections.

Please note the concert particulars as listed below:

Date: Jan. 22, 1989

Time: 3:00 p.m.

Location: Good Shepherd Manor

Directions and other needed information will be mailed to your ensemble representative later.

I would appreciate your signing both copies as this is our letter of confirmation for our Marathon Premium Concert. Please retain one copy for your files and remit the other to me. (Addressed envelope enclosed.)

Many thanks! May you have a splendid fall and winter concert season!

Cordially yours,

Mary Ellen Henehan
Music in the Home Committee Chairman

Trombone Ensemble Representative: Charles G. Vernon

Music in the Home Chairman: Mary Ellen Henehan

MUSIC-IN-THE-HOME CONCERT LISTING

1977 to Current Year

5/22/77	Israelievitch Duo	J. S. Keating Home, Countyline Rd.
10/23/77	Donald Peck, flute Melody Lord, piano Lola Rand, voice	J. G. Flannery Home, Brinker Rd.
1/15/78	Fiore Musicale	Lake Barrington Shores
3/19/78	John Vorrasi, tenor	Berndtson Home, Algonquin Rd.
5/07/78	Schoen Duo	D. Parsons Home, Oakdene Rd.
10/29/78	Chicago Symphony Chamber Players	H. B. Smith, Sr. Home, Donlea Rd.
1/28/79	Chicago Saxophone Quartette	Ice House
3/18/79	Louise Dixon, flute Pamela Kimmel, guitar	W. McGinley Home, Steeplechase Rd.
5/06/79	Prevailing Winds Woodwind Quintet	J. S. Keating Home, Countyline Rd.
11/11/79	Margaret Evans, cello Mary Sauer, piano	H. B. Smith, Sr. Home, Donlea Rd.
1/20/80	The Brassworks, Chicago	Ice House
4/27/80	John Yeh, clarinet Martha Schmaling, piano Marilyn Herring, soprano Phyllis Unosawa, soprano	R. Schmidt Home, Oakdene Rd.
5/25/80	Israelievitch Duo	F. Fesmire Home, Otis Rd.

10/05/80	The Marimba Chamber Ensemble	Ice House
12/14/80	Chicago Symphony Chamber Players	H. B. Smith, Sr. Home, Donlea Rd.
4/46/81	Charles Pikler, violin Peggy S. Skarry, piano,voice	D. Bachman Home, Ridge Rd.
5/17/81	Jubal's Lyre	G. K. Raab Home, Otis Rd.

11/01/81	Chicago Camerata	H. B. Smith, Sr. Home, Donlea Rd.
2/07/82	William Ferris Chorale	Ice House
3/14/82	Dale Clevenger, Fr. horn Andrea Swan, piano	J. Carfagno Home, Covered Bridge Rd.
4/25/82	Richard Pik, guitar Patrick Ferreri, guitar	T. Z. Hayward Home, Countyline Rd.

10-24-82	Chicago Symphony Woodwind Trio	H. B. Smith, Sr. Home, Donlea Rd.
2/27/83	Chicago Arts Quartette	Lake Barrington Shores
3/20/83	Ray Still, oboe Thomas Still, piano	J. Carfagno Home, Covered Bridge Rd.
5/15/83	The Ariel Chamber Ensemble	Judson Ball Home, Sunset View

---

10/16/83	The Sheffield Winds	Richard Beckman Home 21700 North Hanover Hills
11/13/83	The Early Music Celebration	Jack Keating, Jr. Home, Countyline Rd.
2/05/84	Robert Swan, violin Jennie Wagner, violin Barbara Fraser, violin	Herbert L. Johnson Home 115 Old Oak Drive
4/29/84	The Symphony Brass of Chicago	Lake Barrington Shores

9/30/84	Jubal's Lyre	Theodore Koerner III Home West Hickory Ridge Road
10/28/84	Charles Pikler, violin David Schrader, piano	J. Carfagno Home, Covered Bridge Rd.
2/17/85	The Chicago Woodwinds	Good Shepherd Manor
4/21/85	Chicago Symphony Orchestra Quintet	Lake Barrington Shores

---

9/22/85	David Schrader, organ	Jasper Sanfilippo Home, Plum Tree Rd.
1/26/86	The Vermeer Quartette	Good Shepherd Manor
3/02/86	Arnold Brostoff,violin Lenore Lams, piano	J. Carfagno Home, Covered Bridge Rd.
5/11/86	Donald Peck, flutist Paul Phillips, violin Meoldy Lord-Lundberg, piano	J. Carfagno Home, Covered Bridge Rd.

Sunday, September 20, 1987

Larry Combs, Clarinet
Gail Williams, French Horn
Deborah Sabol, Piano

4 P.M.

at Biltmore Country Club
160 Biltmore Drive

Sunday, November 8, 1987

Charles Pikler, Viola
Gary Stucka, Cello

3 P.M. CSO Musicians

at the home of
Mr. & Mrs. Jasper Sanfilippo
Plum Tree Road

Sunday, January 10, 1988

New Oratorio Singers

3 P.M.

at Good Shepherd Manor
445 E. Main Street

Barrington Area Art Council

Music in the Home

1987 - 1988 Tenth Season

Sunday, February 7, 1988

Chrysolith

3 P.M.

at the home of
Mr. and Mrs. William A. Brown, Jr.
51 Steeplechase Road

Sunday, April 10, 1988

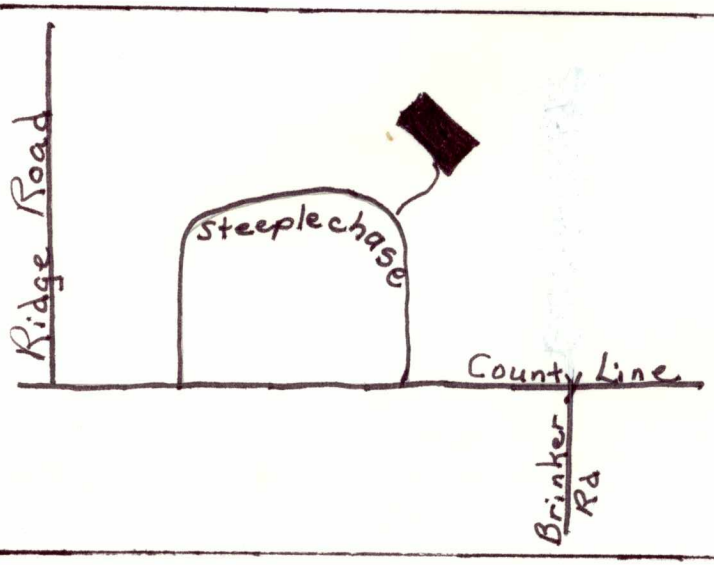
Wanderers Vocal

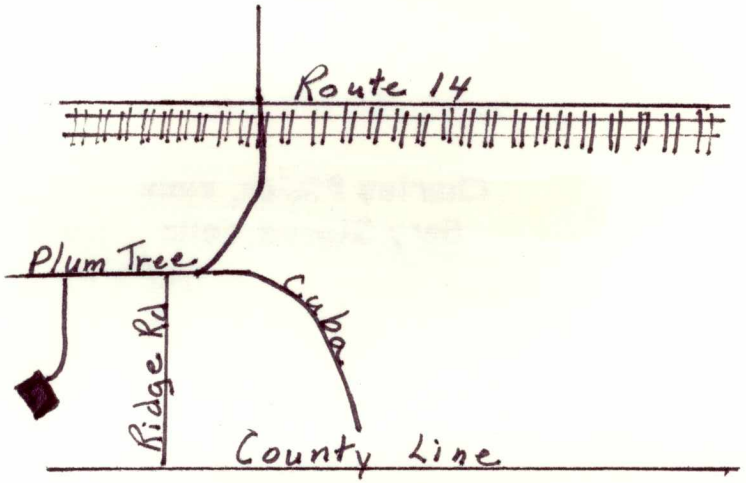
EARLY MUSIC FROM THE NEWBERRY LIBRARY

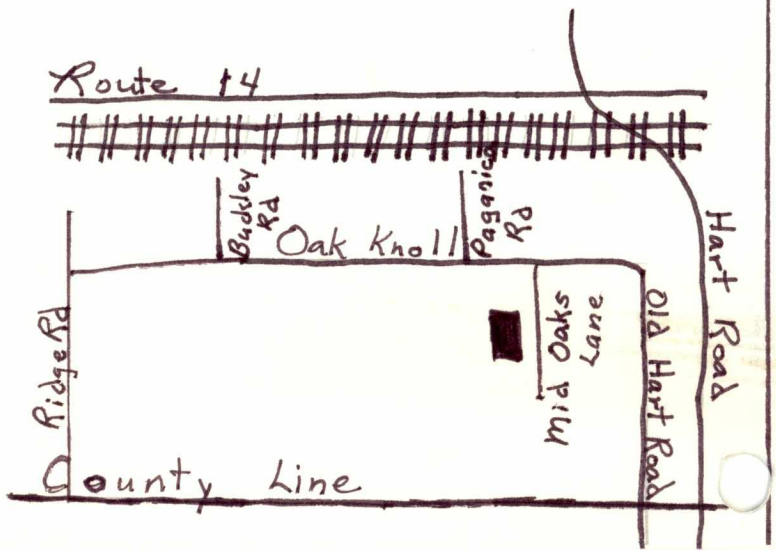
3 P.M.

at the home of
Mr. & Mrs. David Mayland
2 Mid Oaks Lane

Biltmore Drive
Miller Road
Route 59
Signal Hill
Route 22


Ridge Road
Steeplechase
County Line
Brinker Rd


Route 14
Plum Tree
Cuba
Ridge Rd
County Line


Route 14
Buckley Rd
Oak Knoll
Pagania Rd
Hart Road
Old Hart Road
Mid Oaks Lane
Ridge Rd
County Line

Parking available
Klingenberg La.
Wool St.
Route 14
Main Street or County Line Rd

Sunday, November 8, 1987

home of Mr. & Mrs. Jasper Sanfilippo
Plum Tree Road

1.
2.
3. Diana Francis
4. Diane Butterfield

Sunday, January 10, 1988

Good Shepherd Manor
445 E. Main Street

1.
2.
3.
4.

Sunday, February 7, 1988

home of Mr. and Mrs. William A. Brown, Jr.
51 Steeplechase Road

1.
2.
3.
4.

Sunday, April 10, 1988

home of Mr. and Mrs. David Mayland
2 Mid Oaks Lane

1.
2.
3.Natalie Alberts
4.

BOARD OF DIRECTORS
Kathy Umlauf
President
Joanne Larson
Vice President
Carol Abernethy
Secretary
Lorraine Briggs
Treasurer
Kathryn Ard
Flo Bash
Sandra Berris
Mary Brennan
Birdie Edwards
Joanne Giesel
Mary Harreld
Nancy Kendal-Ward
Joan Moyer
Jeannie Mutz
Patti Seaton
Jacque Theodore

ADVISORY BOARD
Roy N. Abare
Corliss D. Anderson
Carol M. Beese
W[illegible] A. Brown, Jr.
Dr[illegible]avis
Mitchell Erland
Sally H. Fairweather
William J. Gerard
Nancie Kozel
Richard P. Spicuzza
Norval B. Stephens, Jr.
Curtis C. Verschoor

Barrington Area Arts Council
P. O. Box 1266 • Barrington, Illinois 60011
312 / 382-5626

Dear Patron of the Barrington Area Arts Council,

The Barrington Area Arts Council's Music-in-the-Home Series is unique. Barrington is only one of two communities in the Chicago area offering an ongoing chamber music series.

The quality of the 1986-87 Music-in-the-Home concert series speaks for itself. The music ranges from the Renaissance era to the modern. This year we will have our first piano soloist. The Chicago Chamber Orchestra will present its renown Christmas program. The Symphony Brass Quintet of Chicago will provide us with a rousing finale.

We are particularly pleased that due to grants from the Illinois Arts Council, your generous support as patrons, and of the CSO Marathon Premium Concert, it will be possible to hold the subscription cost to thirty dollars again this year! What a bargin! You may want to consider buying extra tickets to share an afternoon of music with a friend. By contributing fifty dollars for your series subscription, you can become a Patron of Music-in-the-Home and directly help to ensure future program planning.

September 28th is the first concert of the season. We are offering previous ticket holders and Patrons of the Arts Council an opportunity to reserve their tickets before the general public announcement is made in September. We will have to limit subscriptons.

Sincerely,

Jeanette Muench

Jeanette Muench, Ch.
Music-in-the-Home Com.

Sept. 20. Clarinet, French Horn, Piano This unique combination of instruments as well as the quality of musicianship of Larry Combs, Principal Clarinet with Chicago Symphony Orchestra, Gail Williams, Assoc. Prin. French Horn with CSO, and Deborah Sabol should provide a beautiful chamber music concert.

Nov. 8. Viola and Cello Our marathon premium concert featuring Charles Pikler, Principal viola with the CSO and Gary Stucka, cellist with the CSO will include many delightful duets including Halvorsen's PASSACAGLIA and Weber's INVITATION TO THE DANCE. Add to that the setting of a beautiful home and you can not help but enjoy.

Dec. 13. Choral Concert The New Oratorio Singers will be performing under the artistic direction of Thomas Wikman. They will be singing some of the great choral selections from ELIJAH, THE MESSIAH, and THE CREATION. Selected soloists will add the final touches to this concert in Good Shepherd Manor.

Feb. 7. Harp and flute CHRYSOLITH, the haunting and delicate combination of flute and harp, has delighted audiences across the country since 1976. Rebecca Flannery, harpist, and Diane Kern, flutist offer their eloquence as concerto soloists and recitalists in a lovely private home.

April 10. Wanderers Voices Early Music from the Newberry Library will present this medieval concert under the direction of Mary Springfels. The Newberry Library is an independent research library in history and the humanities in Chicago. The music holding at the Newberry is among the finest in the country. These important resources inspired the Newberry to inaugurate its early music performance series. We look forward to sharing a concert from that series this year in yet another private home setting.

Make checks payable to BARRINGTON AREA ARTS COUNCIL.

Mail to Barrington Area Arts Council
104 West Main Street
P. O. Box 1266
Barrington, IL 60011

NAME_____

ADDRESS_____

_____

Patron MITH $50.00 _____
Series Ticket $35.00 _____

BAAC Memberships
Individual $10.00 _____
Family $25.00 _____
Sponsor $50.00 _____
Benefactor $250.00 _____
Senior Citizen $5.00 _____
Student $5.00 _____
TOTAL _____

Tickets and directions to concerts will be sent by mail.

THE BARRINGTON AREA ARTS COUNCIL'S

Music in the Home Series

announces its

1987-88 Season

Larry Combs and Gail Williams
The Newberry Library (Medieval Concert)
The New Oratorio Singers
Chrysolith (Harp and Flute)
Charles Pickler and Gary Stucka
(OUR CSO MARATHON CONCERT)

We hope you will join us for our Tenth Season

Your Input is Important to Us !

If you know of a friend or a newcomer to the community whom you would like to see added to our mailing list, please list their name and address below:

NAME: _____

ADDRESS: _____

If you would like to host a concert or recommend a home, please list your name and address below:

NAME: _____

ADDRESS: _____

If you have any suggestions for a program or general improvements, please state: _____

_____

_____

Place on desk as you leave, or mail to us:

Barrington Area Arts Council
Music In The Home
P.O. Box 1266
Barrington, IL 60011

Spring (2 mos - open before to BAAC)

MUSIC-IN-THE-HOME-SERIES

Dear Subscriber:

Our Tenth Season was very successful and I wish to thank you and the committee for your wonderful support. Chairing the Music in the Home Series holds many wonderful memories these past two years. It is my greatest pleasure to inform you that Mary Ellen Henehan will be your new chairperson for the 1988-89 season.

This letter is your personal invitation to join the Music in the Home Series for 1988-89 before the invitation is extended to the community, July 1st. Last year, we could **not** accommodate all the requests for tickets. **We urge everyone to reply quickly before the community invitation is extended.** Thanks to our patrons and our CSO Marathon Contributors, it will be possible to hold the subscription cost to thirty-five dollars.

Remember our last concert Sunday, April 10th at the Mayland Home. Directions are on the back of your ticket. Having submitted the program to the printer, I can assure you the Newberry Library has provided us with a wonderful closing to our Tenth Anniversary Season.

Sincerely,

Jeanette Muench, Ch.
Music-In-The-Home Com.

+ separate cards -

Make checks payable to BARRINGTON AREA ARTS COUNCIL

Mail to Barrington Area Arts Council
104 West Main Street
P. O. Box 1266
Barrington, IL 60011

NAME_____

ADDRESS_____

_____

Patron MITH $~~50.00~~ _____
Series Ticket $~~35.00~~ 40 _____

BAAC Memberships

Individual	$10.00	_____
Family	$25.00	_____
Sponsor	$50.00	_____
Associate	$100.00	_____
Benefactor	$250.00	_____
Senior Citizen	$5.00	_____
Student	$5.00	_____
TOTAL		_____

Tickets and directions to concerts will be sent by mail.

Bookings: Living in Chicago, we are able to use the Chicago Symphony Orchestra as a solid bases for our programs. One concert each year is purchased with pooled funds of voluntary contributors (solicitation letter is sent to regular subscribers) for a Chicago Symphony Orchestra Marathon Concert. Additional suggestions are made by committee members, subscribers, and interested people. After program committee approval, the chiarperson arranges the bookings.

Contracts: A cover letter and contract is mailed to the musicians confirming in writing the arrangements made by phone (or whatever) and a copy is kept so that both parties have a record of what are agreed upon. Include date, time, place, people invilved, price, and the person (with phone number) to contact. The contract must also have the approved signature of the President of the Barrington Arts Council and an additional board member. A tax form plus an insurance and indemity release statement should be included with this mailing.

Check List - Calendar

Spring - Marathon Letter

Book concerts or Concert Marathon

March: Late C. Card - OK -

* Sub Letter / Radiothon

April: * Thank you to Contributors Marathon

APRIL Letter sent to MITH subscr. (135)
before July 1 mail to BAAC

? Waiting list before Arts Encil -

Thank you to Patrons - ? NO

* Joanne Larson as MITH Treas.

* Verify Comm. Members
B.

May - MID-May - Comm. Meet.
at Chm's Regt. - Wally - Conc Coord -

assign Duties / Lists
Discuss Concerts - / Publicity
Homes / Budget - Treas.
Music Rept - Arts Encil - Sylvia

Summer -

1. Obtain Homes
2. Convert Dates

Budget - Sept/Sept.

Sept -

Subscriber Letter
P. Cards

Pre Ct

Pre Conc Form

Post Convert Eval

Barrington Area Arts Council

Music in the Home

March 7, 1986

Dear Subscribers;

Spring heralds The Marathon, the annual fund raising event to support the Chicago Symphony Orchestra. Just as nature requires support for expansion and growth, so, too, do outstanding musical organizations like the Symphony and our local chamber series.

Many Symphony members donate private concerts to support the continued excellence of their world-renowned orchestra. We invite you to join your fellow music lovers in a pooled fund to bring one of these premium concerts to our '86-'87 season of Music in the Home subscription series. Your generous response to this request in past years has brought many fine premium concerts to Barrington. Please help us to insure the top quality and growth of our programs with this additional support. This year we will also be offering two subscription series tickets as a premium in Marathon IX.

To support the Chicago Symphony Orchestra and our Music in the Home series, please send your tax-deductible contribution very soon to:

Joanne Larson
49 Woodland Dr.
Barrington, Ill. 60010

Your committee will then work at securing the best concert available in the Marathon. Thank you for your support.

Sincerely yours,

Marathon Committee
Ginny Combs
Birdie Edwards
Jeanette Muench
Kathy Umlauf

SERIES PATRONS 1987-88

Mr. & Mrs. Prem Advani
Mr. & Mrs. Philip Bash
Mr. & Mrs. William Braithwaite
Mr. & Mrs. Thomas C. Dabovich
Mr. & Mrs. Richard E. Fuhrman
Mr. & Mrs. Michael J. Graft
Mrs. Alice Jepson
Mrs. Mary Krautkramer
Mr. & Mrs. Warren R. Mellin
Mr. & Mrs. George Overton
Mr. & Mrs. Frank J. Scherschel
Mr. & Mrs. David Umlauf
Mr. & Mrs. Lee Winifield Alberts
Mr. & Mrs. Donald F. Bouseman
Mr. & Mrs. Robert Parker Coffin
Mr. & Mrs. John W. Edwards
Mrs. Lorraine Gorski
Mrs. William D. Horne
Mrs. Lucie F. Johnson
Mrs. Deirdre D. Kieckhefer
Mr. & Mrs. F. William Muench, Jr.
Mrs. Paulson Rainwater
Mr. & Mrs. Bryher M. Sears
Dr. & Mrs. Gerald Young, Jr.

COMMITTEE MEMBERS

Jeanette Muench, Chairman

Sharon Advani
Natalie Alberts
Paula Bartlett
Marcia Bouseman
Diane Butterfield
Kathy Carroll
Ginny Combs
Birdie Edwards
Diana Francis
Bonnie Grabenkort
Mary Ellen Henehan
Walter Horban
Lucie Johnson
Susan Major
Claudia M. Partipilo
Grace Wytmar
Alita A. Young

Please join us for refreshments following the program.

The next concert will be held on February 7, 1988
at the home of Mr. & Mrs. William A. Brown, Jr.
51 Steeplechase Road

BOARD OF DIRECTORS
Kathy Umlauf
President
Joanne Larson
Vice President
Carol Abernethy
Secretary
Lorraine Briggs
Treasurer
Kathryn Ard
Flo Bash
Sandra Berris
Mary Brennan
Birdie Edwards
Joanne Giesel
Mary Harreld
Nancy Kendal-Ward
Joan Moyer
Jeannie Mutz
Patti Seaton
Jacque Theodore

ADVISORY BOARD
Roy N. Abare
Corliss D. Anderson
Carol M. Beese
W[illegible]. Brown, Jr.
Drew Davis
Mitchell Erland
Sally H. Fairweather
William J. Gerard
Nancie Kozel
Richard P. Spicuzza
Norval B. Stephens, Jr.
Curtis C. Verschoor

Barrington Area Arts Council
P. O. Box 1266 • Barrington, Illinois 60011
312 / 382-5626

Dear Music-in-the-Home Subscribers,

The Barrington Area Arts Council's Music-in-the-Home Series is unique. Barrington is only one of two communities in the Chicago area offering an ongoing chamber music series.

The quality of the 1986-87 Music-in-the-Home concert series speaks for itself. The music ranges from the Renaissance era to the modern. This year we will have our first piano soloist. The Chicago Chamber Orchestra will present its renown Christmas program. The Symphony Brass Quintet of Chicago will provide us with a rousing finale.

We are particularly pleased that due to grants from the Illinois Arts Council, your generous support as patrons, and of the CSO Marathon Premium Concert, it will be possible to hold the subscription cost to thirty dollars, again this year! What a bargain! You may want to consider buying extra tickets to share an afternoon of music with a friend. By contributing fifty dollars for your series subscription, you can become a Patron of Music-in-the-Home and directly help ensure future program planning.

September 28th is the first concert of the season. We are offering previous ticket holders an opportunity to reserve their tickets before the general public announcement is made September 1st. We will have to limit subscriptions.

Sincerely,

Jeanette Muench, Ch.

Jeanette Muench, Ch.
Music-in-the Home Com.

MARCH CONCERT REMINDER

Due to circumstances beyond our control, our March 8th concert, featuring Carol Honigberg, will be held at the Barrington High School which has an excellent concert grand piano in its auditorium. To maintain the intimacy so characteristic of your Music In The Home performances, we will be seated on the stage.

Please note that the April concert will be held on Sunday, April 26th. (The April 8th schedule listed on your series ticket was due to a printing error.)

Jeanette Muench
Chairman

MARCH CONCERT REMINDER

Due to circumstances beyond our control, our March 8th concert, featuring Carol Honigberg, will be held at the Barrington High School which has an excellent concert grand piano in its auditorium. To maintain the intimacy so characteristic of your Music In The Home performances, we will be seated on the stage.

Please note that the April concert will be held on Sunday, April 26th. (The April 8th schedule listed on your series ticket was due to a printing error.)

Jeanette Muench
Chairman

MARCH CONCERT REMINDER

Due to circumstances beyond our control, our March 8th concert, featuring Carol Honigberg, will be held at the Barrington High School which has an excellent concert grand piano in its auditorium. To maintain the intimacy so characteristic of your Music In The Home performances, we will be seated on the stage.

Please note that the April concert will be held on Sunday, April 26th. (The April 8th schedule listed on your series ticket was due to a printing error.)

Jeanette Muench
Chairman

MARCH CONCERT REMINDER

Due to circumstances beyond our control, our March 8th concert, featuring Carol Honigberg, will be held at the Barrington High School which has an excellent concert grand piano in its auditorium. To maintain the intimacy so characteristic of your Music In The Home performances, we will be seated on the stage.

Please note that the April concert will be held on Sunday, April 26th. (The April 8th schedule listed on your series ticket was due to a printing error.)

Jeanette Muench
Chairman

APRIL CONCERT REMINDER

Greetings! Sunday, April 26th, our concert will feature the Symphony Brass Quintet of Chicago playing antique as well as current instruments. The concert will be held at 3 p.m. at the Lake Barrington Shores Recreation Center, 64 Old Barn Road.

You will notice this reminder has been printed on a very colorful card. This card is your pass at the gate.

Jeanette Muench
Chairman

APRIL CONCERT REMINDER

Greetings! Sunday, April 26th, our concert will feature the Symphony Brass Quintet of Chicago playing antique as well as current instruments. The concert will be held at 3 p.m. at the Lake Barrington Shores Recreation Center, 64 Old Barn Road.

You will notice this reminder has been printed on a very colorful card. This card is your pass at the gate.

Jeanette Muench
Chairman

APRIL CONCERT REMINDER

Greetings! Sunday, April 26th, our concert will feature the Symphony Brass Quintet of Chicago playing antique as well as current instruments. The concert will be held at 3 p.m. at the Lake Barrington Shores Recreation Center, 64 Old Barn Road.

You iwll notice this reminder has been printed on a very colorful card. This card is your pass at the gate.

Jeanette Muench
Chairman

APRIL CONCERT REMINDER

Greetings! Sunday, April 26th, our concert will feature the Symphony Brass Quintet of Chicago playing antique as well as current instruments. The concert will be held at 3 p.m. at the Lake Barrington Shores Recreation Center, 64 Old Barn Road.

You will notice this reminder has been printed on a very colorful card. This card is your pass at the gate.

Jeanette Muench
Chairman

Copy: Jeanette

7-86

MITH Subscriptions

Kathy, I'm just jotting down how I handled the subscriptions for Music-in-the Home last year. These are only suggestions--any changes and improvements you want to make, please do. Know Jeanette will agree.

1. Put checks and subscriptions forms in file folder until you have enough to send in to the BAAC treasurer.

2. List or log in subscribers' name, address, number of tickets ordered, kind of ticket (whether regular at $30 or patron at $50) and BAAC membership information (dollar amount and type of membership).

3. Total checks and total money columns on log sheet. The dollar amount of checks you have to send to treasurer should agree or balance with the totals of the regular ticket, patron ticket and BAAC membership columns.

4. Write memo to treasurer and enclose checks (see sample). Attach copy of your log sheet or sheets so treasurer has the details for her records. The treasurer will notify the BAAC Membership Chairman re all BAAC memberships that you receive. It's important to keep a record of monies turned over the the BAAC treasurer, for both of you. If the checks to be sent totaled quite a bit (around $1,000) I took them to Lorraine instead of mailing.

Other:

1. You might also like to give the MITH Chairman a copy of your log sheets around September 1 so she has an idea how subscriptions are coming in.

2. Jeanette will ask you for a list of patrons about September 1 for inclusion in the September 28 concert program. Try to be careful when spelling names as people are a bit touchy about their names (I'm speaking from experience). If there should be a question about names on a subscription, don't hesitate to phone and ask how a person wants it listed--especially if they are patrons and will be listed on the program each time.

3. I took care of sending out the tickets (with directions) for the first concert several times, but I don't know if Jeanette will ask you to do that or will do it herself. It's good to have two people working on it when they are readied for mailing--just as a double-check to make sure no one is overlooked.

4. Jeanette may ask you to compile a list of subscribers to be used as a "checkoff" attendance list at the door on the day of our concerts. I have a feeling that she'll do it on her computer but have enclosed a copy of last year's door list just for your info.

ANY QUESTIONS--please call me at 381-8617 or 381-1484.
Jeanette's phone no. is 381-2369. BAAC treasurer is Lorraine Briggs, 62 Windrush Lane, Barrington Hills, Ill. 60010, 381-3931.

Joanne

cc: Jeanette

Post Program Evaluation

SUBMITTED BY Mary Ellen Henehan DATE 11/27/89

PROGRAM NAME MTH- Chicago Selmer Brass Chair

PROGRAM DATE(S) 11/22/89 TIME 3PM PLACE Good Shepherd Manor

PERFORMANCES: NUMBER 1 ☒ NEW ☐ ONGOING ☐ REPEAT NUMBER OF ARTISTS 15

PLANNED ATTENDANCE 160-170 ACTUAL 120

Who was the target audience Subscribers / Residents

Did they attend 80 - Subs; 40 Residents

MANPOWER: Chairperson(s) Mr Ellen Henehan - genl. —

Committee members Lucie Johnson - Reception; Ginny Combs - Day plus 7 MTH Committee m. with assistance of 4 GSM residents

Were there enough members Yes If not, how many more needed ____

Number of volunteer hours for this project 40 Approx.

FINANCIAL RESULTS:

Revenue Events		Non-Revenue Events	
Approved budget Subsc.	$ 159625	Approved budget	$ ____
Income: Ticket sales	$ 50.00 - Door		
Radiothon 13 Contributions →	$ 550.00 -		
Total income	2,196.25		
Expenses	894.94	Expenses	____
Excess or (deficiency)	$ 1,301.31	Variance	____

IN-KIND DONATIONS: Donor ____

Item ____

Value ____

ACCEPTANCE: Was the program well accepted Yes! Super program!

Should it be presented again In Future programs.

COMMENTS and/or SUGGESTIONS FOR IMPROVEMENT ____

Shorten length of program a bit; avoid late JAN. events → Football Fans; use GSM microphone For MTH announcements

Revised April 1988

— Ellen

our committee was disappointed not to have had any newspaper publicity. as far as I understood, he had submitted material to be used by B.A.C. publicity person or persons.

attendance would have been better; revenues up with adequate publicity.

Program Planning Worksheet

SUBMITTED BY _____ DATE _____

PROGRAM NAME _____

BAAC sponsorship ___ BAAC Committee _____

Co-sponsorship with _____

Arrangement details _____

_____

PROGRAM DATE(S) _____ TIME _____ PLACE _____

Avoidance of direct or indirect conflict with programs/events

of other organizations - Barrington Community Associates of the Woman's Board of the Art Institute of Chicago

Barrington Area Historical Society

Barrington Chamber of Commerce

Citizens for Conservation

Barrington Area Library

Other

Schools - - - - Middle School

High School

PTO's

Booster Clubs

Churches - - - St. Anne's

Other

PERFORMANCES: NUMBER ____ ☐ NEW ☐ ONGOING ☐ REPEAT

PLANNED ATTENDANCE _____

Who is the target audience _____

MANPOWER: Chairperson(s) _____

Number of committee members _____

Program Planning Worksheet

FINANCIAL PROJECTION - DISBURSEMENTS:

Categories	Projected		Actual	
	Costs	Totals	Costs	Totals
Program Fees				
Flat fee				
Artistic personnel				
Other personnel				
Script/music rental or purchase				
Royalties				
Postage/telephone				
Other				
Total				
Rental Fees				
Space				
Equipment				
Services (janitorial)				
Transportation				
Utilities				
Entrance fees				
Other				
Total				
Promotional Costs				
Invitations				
Mailing costs				
Posters/flyers				
Ad purchase				
Other				
Total				
Printed Programs				
Printing				
Art work				
Other				
Total				
Refreshments				
Food				
Supplies (rental or purchase)				
Equipment rental				
Beverages				
Personnel				
Other				
Total				
Other Items				
_____				
_____				
Total				
DISBURSEMENTS: GRAND TOTAL	XXXXXXXX		XXXXXXXX	

Program Planning Worksheet

FINANCIAL PROJECTION - RECEIPTS:

Categories	Projected		Actual	
	Receipts	Totals	Receipts	Totals
Earned Income				
Admissions/sales				
Concessions				
Publications				
Tuition and fees				
Other				
Total				
Contributions				
Individual				
Business/corporate				
Other				
Total				
Grants				
Foundation				
Government (local, state, federal)				
Other				
Total				
Other items				
_____				
_____				
Total				
RECEIPTS: GRAND TOTAL	XXXXXXXXX		XXXXXXXXX	
EXCESS OR (DEFICIENCY)	XXXXXXXXX		XXXXXXXXX	

Cost per ticket $ _____ Number of attendees to break even _____

IN-KIND DONATIONS

(Note: In-kind donations are goods or services given to BAAC by an individual or company in that particular line of endeavor. For example: art work for a program donated by an artist, or a floral arrangement donated by a florist.)

In each case, please list the donor, the item donated, and the dollar value.

_____

_____

_____

_____