September 8, 2013

Aurora Symphony Orchestra

C/O Rich Duston

P.O. Box 441481

Aurora, Colorado 80044

Greetings Rich,

It was great meeting with you again last week to work out the final details of our exploratory partnership. Although we appreciate your offer to pay for the facility, we would like to explore the possibility of providing our facility use to ASO for free in return for a mutually rewarding and creative partnership. Renting our facility is not as exciting to me as using it to support our values and concern for the poor and homeless of our city.

Therefore, I am submitting this proposal for partnership for your review. It incorporates both of your requests in addition to two of our own. If it meets your approval we can both sign it and proceed accordingly. I remain,

Excited to explore this partnership,

Gene Roncone

Lead Pastor, Highpoint Church

**Celebrating Music & Benefitting the Community**

**Proposed Partnership between Highpoint Church and Aurora Symphony Orchestra**

The following is a proposed exploratory partnership between Highpoint Church and Aurora Symphony Orchestra (ASO). After these four (4) events are completed we can then evaluate the possibilities of partnering together on other projects and shared facility use. The exploratory partnership would consist of the following four (4) events listed in chronological order.

1. **Holiday Benefit Concert (Saturday, December 7, 2013) 3:00 -5:00pm**

Co-Sponsored Benefit Concert to help Aurora Warms the Night (non-profit to help Aurora’s homeless). The program will be free of charge with a free-will offering being taken for Aurora Warms the Night. Aurora Warms the Night is a non-profit organization that provides shelter for the homeless on cold nights in the winter ([www.aurorawarmsthenight.org](http://www.aurorawarmsthenight.org)). Pastor Gene serves on the Board with other civic leaders in Aurora. The partnership will feature:

1. **Administration**: This will be primarily an ASO event. All administration will be done by a steering team consisting of Gene Roncone (Highpoint Church) and Rich Duston (ASO) and/or any individuals appointed by them to assist in the effort. Meetings would be monthly to coordinate and plan.
2. **Donated Facility Use**: Highpoint Church will donate facilities, post event janitorial, event staff and audio/video supervision. ASO will donate the musicians and time needed for a full orchestra (40-45 individuals). All proceeds in the free-will offering will be donated in their entirety to Aurora Warms the Night.
3. **Programming**: The program will be determined by the steering committee and consist of a one-two hour evening featuring the full orchestra of the ASO.
4. **Cause Presentation**: The program will consist of a 5-7 minute presentation by Gene Roncone and Rich Duston concerning the state of the homeless in Aurora and the work of Aurora Warms the Night. The purpose of the presentation will be to educate those in attendance prior to taking a free-will offering.
5. **Advertising**: Highpoint Church will include mention of the event in their normal holiday postcard that goes out to over 45,000 residents in the Southlands area. In addition to this both organizations are expected to use whatever normal advertising platforms they have available to promote the event.
6. **Seating**: Highpoint will maximize the seating in the auditorium to accommodate 750 seats. The platform screens will also be moved back to the black stage paint line.
7. **Professional Santa Clause:** Highpoint Church will provide a professional Santa Clause to be part of the program.
8. **Free-will offering:** The free will offering for this event will be received by participants placing donations in a receptacle upon leaving the event.
9. **Accountability**: Representatives from both organizations will be present when the funds are counted that night. Highpoint will deposit the funds and cut a check to Aurora Warms the Night on behalf of both organizations. Both organizations will then send representatives to present a presentation check and picture opportunity at AWTN.
10. **Prohibited Use:** Use of Highpoint’s facility is contingent upon NO use of alcoholic beverages or smoking within the facility.
11. **Sunday, December 15, 2013: Christmas Benefit Carol Sing from 6:00-8:00PM**

Highpoint will feature ASO’s Brass Quintet for pre and post service music, as well as a special number for Highpoint’s annual “Colorado Christmas” (Traditional Carol Sing). The program will be free of charge with a free-will offering being taken for Aurora Warms the Night (non-profit homeless initiative). The partnership will feature:

1. **Administration**: This will be primarily a Highpoint event. Highpoint will plan and organize the entire night to coincide with the normal program for this annual event.
2. **Donations**: Highpoint will donate facilities, event staff and audio/video supervision. ASO will donate the musicians and time needed for their musical contribution.
3. **Programming**: The program will be determined by the Highpoint staff to include…

* Narrated movement through the program.
* Pre and post-service music with special music by ASO’s Brass Quintet.
* Solos and small group arrangements by Highpoint’s music department.
* Traditional carols and fun family type of involvement.
* 5-7 minute presentation by Pastor Roncone and Rich Dustin about Aurora’s homeless prior to taking a free-will offering.

1. **Advertising**: Highpoint Church will design the postcard and pay the expenses to promote the event on their normal Christmas postcard that goes to over 45,000 residents in the Southlands area.
2. **Seating**: Highpoint will maximize the seating in the auditorium to accommodate 750 seats.
3. **Accountability**: Representatives from both organizations will be present when the funds are counted that night. Highpoint will deposit the funds and cut a check to Aurora Warms the Night on behalf of both organizations. Both organizations will then send representatives to present a presentation check and picture opportunity to AWTN.
4. **Saturday, February 15, 2014: POP Concert by ASO from 7:30-9:30PM**

Highpoint Church will partner with ASO to facilitate their “pops” concert in the following ways.

1. **Donated Facility Use:** Highpoint will host the concert and provide facility use for ASO free of charge.

* Use will be contingent upon Highpoint’s media team being present and overseeing audio and media equipment and use along with any of ASO’s audio team.
* The program will be no longer than two hours including intermission.
* Highpoint will make the facility available to ASO from 5:30pm to 10:30pm.

1. **Administration:** The program will be presented, planned and advertised by ASO.
2. **ASO Assistance:** To minimize costs ASO agrees to provide:

* Ten (10) volunteers with two (2) back-ups to assist setting up the platform and facility needs at 5:00pm.
* Ten (10) volunteers with two (2) back-ups to assist Highpoint tearing down and setting up the platform and facility for church the next morning between 9:30pm and 11:00pm.

1. **Seating & Platform:** Highpoint will maximize the seating in the auditorium to accommodate 750 seats (anticipating 400-500 in attendance). Highpoint will also provide black folding chairs for the platform and the stage screens will be moved back to the black stage “paint line”.
2. **Admission Administration:** ASO will handle all ticket sales and finance management pertaining to admission costs. ASO will not charge administration costs for any Highpoint personnel helping and serving on the event staff.
3. **Associated Vendors:** Highpoint will seek to accommodate ASO’s vendors or presenters wanting to display instruments or relevant material for that night’s presentation provided requests are made a week prior to the event.
4. **Prohibited Use:** Use of Highpoint’s facility is contingent upon NO use of alcoholic beverages or smoking within the facility.
5. **Sunday, February 16, 2014: Children’s Concert by ASO from 3:00-5:00pm**

Highpoint Church will partner with ASO to facilitate their children’s concert in the following ways.

1. **Donated Facility Use:** Highpoint will host the concert and provide facility use to ASO free of charge.

* Use will be contingent upon Highpoint’s media team being present and overseeing audio and media equipment along with any of ASO’s audio team.
* The program will be no longer than two hours including intermission.
* Highpoint will make the facility available to ASO from 1:00pm to 5:30pm.

1. **Administration:** The program will be presented, planned and advertised by ASO.
2. **ASO Assistance:** To minimize costs ASO agrees to provide:

* Ten (10) volunteers with two (2) back-ups to assist setting up the platform and facility needs for the concert at 2:00pm.
* Ten (10) volunteers with two (2) back-ups to assist Highpoint tearing down the concert platform and setting up the platform and facility for church between 5:00pm and 6:30pm.

1. **Seating & Platform:** Highpoint will maximize the seating in the auditorium to accommodate 750 seats (anticipating 400-500 in attendance). Highpoint will also provide black folding chairs for the platform and the stage screens will be moved back to the black stage “paint line”.
2. **Admission Administration:** ASO will handle any ticket sales and finance management pertaining to admission costs. ASO will not charge any Highpoint personnel helping with the event admission costs.
3. **Associated Vendors:** Highpoint will seek to accommodate ASO’s vendors or presenters wanting to display instruments or relevant material for that night’s presentation provided requests are made a week prior to the event.
4. **Prohibited Use:** Use of Highpoint’s facility is contingent upon NO use of alcoholic beverages or smoking within the facility.

**Cross Advertising**

Both organizations will promote the event and partnership in the following ways.

1. **Promotion on Websites:** Both organizations will cross promote all four events on their website’s events or features page.
2. **Partner Listing:** Highpoint Church would like to be added to the “Friends of the ASO” on the ASO website.

**Benefits of Partnership**

This collaborative partnership offers several benefits. Let me mention just a few.

1. **Exposure.** This partnership would provide exposure to the community on several levels. Not only would it facilitate cross exposure from each group’s clientele, it would provide exposure to the entire residents living in the 80016 zip code area.
2. **Outreach**. This partnership would also reinforce important community values such as compassion, collaboration and social justice that are so important in today’s culture.
3. **Positioning**. This partnership would also help to position both organizations as leaders in community involvement.
4. **Collaboration**. This partnership would enable both organizations to model and gain experience in successful community collaboration.
5. **Bridge building**. This partnership would build needed bridges between two affluent and needy neighborhoods of our city.
6. **Stewardship**. It is an excellent opportunity for us to leverage our assets and human resources to serve our community.

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Rich Duston Gene Roncone

Executive Director Lead Pastor

Aurora Symphony Orchestra Highpoint Church