



OLD SCHOOL SQUARE STAFF WISH LIST – BY DEPARTMENT & DIVISION 2008 – 2009

Needs by Department:

Estimated Costs:

Box Office

- Plantronics CS50 Wireless Office Headset System \$ 300
- Assisted Hearing Devices for the Theatre \$ 8,500

Center Services

- Reception underwriting \$ 6,800
 - Museum exhibit receptions – 6 per year @ \$500 ea
 - Cabaret receptions – 10 @ \$250
 - Lecture receptions – 4 @ \$200
- Linens – new rounds & banquet cloths \$ 1,800
- Artifax software upgrades & training \$ 1,400
- OSS information rack (acrylic) – Gym \$ 150
- Ocean Breeze kitchen upgrade (certified/licensed for in-house catering) – hood system, double door refrigeration, freezer, storage, small commercial dishwasher, triple sink \$100,000
- Gym – Triple sink replacement \$ 1,000
- Pavilion – Ice machine \$ 2,400
- Furnishings:
 - Museum – chairs, reception/atrium – 6 x \$80 \$ 480
 - Crest Theatre – dressing room chairs – 60 x \$50 \$ 300
 - Art studios – chair – 84 x \$50 \$ 4,200
 - Hospitality Suite \$ TBD
 - Entry mats – Crest, Cornell & Gym – original set-up \$ 400
 - Monthly service approx \$85 – estimated annual \$ 1,020

Cornell Museum

- Cabinets and moveable fixtures \$20,000
- Funding for full-time curator \$40,000
- State-of-the-art sound system \$11,000
- Lap top w/charger \$ 600
- Ergonomic Chair \$ 100

Crest Theatre

- Conventional Lighting Package \$20,000
- Intelligent Lighting Package \$ 7,000
- Wireless Headset \$ 5,000

Development Office

- Underwriting support for printed collateral materials \$10,000
- Laptop for Development Assistant \$ 750
- Small Color Laser Printer for Development Dep't. \$ 299
- Two 42" LCD Flat Panels with wall-mounts for donor display \$ 3,000

List of Sponsorship/Partnership Opportunities: (See Development Office for Sponsor Options)

- Adult Art Classes Scholarships
- Art Fundamentals for Kids
- Circle on the Square Food & Wine Event
- Concert Pavilion Outdoor Summer Series
- Cornell Museum Exhibits
- Cornell Museum Reception Openings

- Crest Theatre Cabaret Series
- Crest Theatre Lecture Series
- Crest Theatre Main Stage Series
- Friday Night Flicks
- Kickin' Arts Summer Camp
- Kickin' Arts Youth Program
- Lifetime Achievement Awards (Held Quadra-annually)
- Old School Square Young Professionals' Group Events
- VIP Room for Donor Giving Level Circles
- Youth Art Classes Scholarships

Education Office

- Scholarships for art students (indigent adult & youth) \$100 (Estimated avg. per student)

Executive Director

- New state-of-the-art integrated phone systems \$10,000

Finance Department

- Donated storage space for consolidating files/archives In-kind
- Vacation and sick-leave tracking software \$ 700

House Manager/Volunteer Office

- Funding for pins & awards for volunteer recognition programs \$ 400

Marketing Department

- Funding for full-time marketing assistant \$40,000
- Software design upgrades \$ 1,000
- Photo-shop licenses \$ 750
- Large wall unit for storage \$ 1,500

Physical Plant

- Janitor position - part-time, per year \$20,000
- Or
- Janitor position - full-time, per year \$35,000
- Crest Theatre - lift (outside) \$12,000
- Pavilion - stage barricade/fencing TBD
- Awnings - replace Crest Theatre main entrance/admin/load-in TBD
- add - Gym, west side entrances (2) TBD
- Bathrooms - touchless faucet & toilet flushers TBD

Old School Square Needs

- Signage - 2-Screen Digital Display Kiosk at Swinton/Atlantic site \$25,000
- Additional staff (administrative support - full/part-time) \$30,000
- Donated storage space for consolidating files/archives In-kind
- Increased space for administrative support In-kind
- PC Unit Upgrades to Vista and Office 2007 for staff \$ 6,000