

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087215

Vendor Name: League of Chicago Theatres

Invoice Number: B0359768

Invoice Date: 08/28/18

PO Number: B0359768

Check Number: 0238876

Check Amount: \$ 1,900.00

Check Date: 08/28/2018

Department ID: 11601

Reviewer Name:

Voucher Number: V0525885

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

MEMO TO: Brian W. Caputo  
FROM: Ellen McGowan  
Business Manager, Arts Center  
DATE: August 23, 2018  
SUBJECT: Request for Manual Checks 4

Please hold check for pickup by  
Ellen McGowan (x3009).

Need by:

ASAP

Thank you!

Brian,

Please approve these manual check requests for payment to:

Euclid Beverage (Alcohol Payment due within 30 days)	829.00
Fellowship of Performing Arts (Rental Revenue to Client)	33,099.14
League of Chicago Theatre (Membership Renewal)	1900.00
Mills Entertainment (Deposit Colin/Brad 9/14/18)	12,000.00

**AP VERIFIED**  
**08/28/18 - BETHANY CRUSE**

These vendors need payment asap. We cannot wait until the next check run on September 21.

Thank you for your help and understanding.

Ellen McGowan

Attachments

ok  
BDC  
8/27/18



PO #359768  
OK TO CLOSE  
PO. em

Please hold check for pickup by  
Ellen McGowan (x3009).  
Need by: 08/23/18 Thank you!

05-60-11601-5406002  
02 DUES NONE

## 2018-19 Membership Renewal

*Ellen McGowan*

Early Bird Renewal Due: September 1, 2018

Renewal Due: October 1, 2018

08/17/18

It's time to renew your League membership. In order to take advantage of the early bird discount, please complete and submit the form with your dues via mail or call with credit card information before September 1, 2018. If you decide not to renew before the early bird date, your membership renewal and payment will be due on October 1, 2018.

Your membership dues are based on your current fiscal year budget. Your membership year begins October 1. Please complete the statistical information on the form based on your most recently completed fiscal year. Calculate the dues level based upon your current year budgeted income for your total operation.

Be assured that this information will be held in strictest confidence and will not be released to other members of the League or to the public. The statistics we compile from this information are used for media requests and for industry advocacy. The more information you include, the better we are able to market our collective strength.

If you have any questions or concerns about your membership or any of this information, please contact Ben Thiem, Director of Member Services at [ben@chicagoplays.com](mailto:ben@chicagoplays.com) or 312-554-9802.

### General Information

Name of Organization McAninch Arts Center at College of DuPage

Mailing Address 425 Fawell Blvd.  
Glen Ellyn, IL 60137

Business Phone 630.942.3008 Business Fax 630.942.3102

Box Office Phone 630.942.4000 Box Office Fax 630.942.3002

Website Address AtTheMAC.org

Performance Space address (if your permanent performance space is different from above)

Belushi Performance Hall - McAninch Arts Center at College of DuPage

Playhouse Theatre - McAninch Arts Center at College of DuPage

**Personnel** *(Please change titles if appropriate)*

Artistic Director Connie Canaday Howard (College of DuPage Theater Department)  
Email Address canaday@cod.edu

Managing Director Diana Martinez  
Email Address martinezd59@cod.edu

Marketing Director Roland Raffel  
Email Address raffel@cod.edu

Development Director Janie Oldfield  
Email Address oldfieldj@cod.edu

Box Office Manager Julie Elges  
Email Address elgesj@cod.edu

Accounts Payable Ellen McGowan  
Email Address mcgowan@cod.edu

Who should receive our Broadcast email? Roland Raffel, Connie Canaday Howard, Diana Martinez

**Financial Information for Fiscal Year 2018** *Please answer all applicable questions.*

- What date does your fiscal year end? June 30
- How many plays did you produce/present last year? 1 1 Touring, 6 Children Touring, 6 Colleg Theatre
- How many world premiere productions did you produce/present last year? 0
- Number of full-time paid employees 14 part-time paid employees 4
- Number of season subscribers (if applicable) 968
- How many total audiences members did you have last year (paid and comp)? 27,280 Tour, 5211 Children 14,473 Free Shows
- What was the total dollar amount of your ticket sales last year? \$ 961,088
- What was the amount of your total annual expenditures last year? \$ 910,095



# INVOICE

**Early Bird Renewal Due September 1, 2018**

**Renewal Due October 1, 2018**

*(Based on 2018 total annual expenditures)*

**Please select your membership category:**

CATEGORY	BUDGET	TOTAL DUES	EARLY BIRD DUES *
Standard	<input type="checkbox"/> \$1 - \$75,000	\$360.00	\$342.00
	<input type="checkbox"/> \$75,001 - \$150,000	\$500.00	\$475.00
	<input type="checkbox"/> \$150,001 - \$250,000	\$720.00	\$684.00
	<input type="checkbox"/> \$250,001 - \$750,000	\$1,100.00	\$1045.00
	<input type="checkbox"/> \$750,001 - \$1,000,000	\$1,620.00	\$1,539.00
	<input checked="" type="checkbox"/> \$1,000,001 - \$2,500,000	\$2,000.00	\$1,900.00
	<input type="checkbox"/> \$2,500,001 - \$5,000,000	\$2,250.00	\$2137.50
	<input type="checkbox"/> \$5,000,000 +	\$3,000.00	\$2850.00
Emerging	<input type="checkbox"/> Under \$50,000	\$250.00	\$237.50
Seasonal	<input type="checkbox"/> \$1 - \$75,000	\$180.00	\$171.00
	<input type="checkbox"/> \$75,001 - \$150,000	\$250.00	\$237.50
	<input type="checkbox"/> \$150,001 - \$250,000	\$360.00	\$342.00
	<input type="checkbox"/> \$250,001 - \$750,000	\$550.00	\$522.50
	<input type="checkbox"/> \$750,001 - \$1,000,000	\$810.00	\$769.50
	<input type="checkbox"/> \$1,000,001 - \$2,500,000	\$1,000.00	\$950.00
	<input type="checkbox"/> \$2,500,001 - \$5,000,000	\$1,125.00	\$1068.75
	<input type="checkbox"/> \$5,000,000 +	\$1,500.00	\$1425.00

☒ I'd like to pay the full dues amount by check.

☐ I'd like to pay the full dues amount by credit card. (Call 312.554.9800 to submit payment)

Dues must be paid in full at the time of renewal. If you need to make other payment arrangements, please contact [ben@chicagoplays.com](mailto:ben@chicagoplays.com).

To renew, please submit this form with your payment to:

**League of Chicago Theatres Membership Renewal**

**17 N. Wabash Ave. Suite 520**

**Chicago, IL 60602**

Please make checks payable to "League of Chicago Theatres." If you would like to pay with credit card, please call the League office at 312-554-9800.

1087215

08/28/2018

0238876

B0359768

V0525885

2018-19 MEMB RENEWAL

0560116015406002

1,900.00



*Ellen M. Gordon*  
*8/29/18*

1,900.00

0238876

PAY ONLY ONE THOUSAND NINE HUNDRED AND 00/100 DOLLARS

08/28/2018

\$\*\*\*\*\*1,900.00

League of Chicago Theatres  
17 N Wabash Ave  
Suite 520  
Chicago IL 60602