



Who We Are

FCPA is the managing organization to OUTside VoicesKC justice chorus, SingOUTKC youth chorus, PerformOUTKC youth theatre Arts and OUTloudKC youth drum ensemble for Lesbian, Gay, Bisexual, Transgender, Queer, at-risk and straight allies in the Greater Kansas City community offering a safe space for all people to grow and share their views on societal issues through the arts. Our Vision is to foster an environment to empower all people through original art; to unite, educate and enlighten the change in hearts and minds!

Dear Supporter,

You matter! Your thoughts, your energy and your passion to create! Embrace who you are, be bold, don't hide your light or talent. Express who you are through the arts, don't be afraid to show the world who you are...be that spark that sets you apart and stands out. You are the voices that speak out for the voiceless. Express yourself let people see and hear you... Because you matter!

Over the past year, OUTside VoicesKC justice chorus has been providing outreach services through music to change hearts and minds for a better and just society. And our youth program, SingOUTKC has been providing bi-weekly rehearsals for teens through our partnership with Synergy Services. During the height of the pandemic, we offered virtual meetings, then we were able to move to in-person meetings this summer. During these meetings, we explore a variety of types of empowering and uplifting music that enables these young people to find their own unique voice while creating music in a safe and affirming space. The young people get to perform together and by themselves, share their own lyrics and poetry, and create meaningful musical experiences.

We want to personally thank you for your interest in hosting a fundraising event for Fountain City Performing Arts. A house party is a great way to raise awareness about the issues we work on - both helping to build individual confidence and to build confidence through creative artistry and creative expression. Your hands-on support makes it possible for us to continue this great and necessary work. You matter!

Thank you again for helping us in continuing to give the gift of creativity for all people in our community.

Adriane Shands
President, Board of Directors

Dr. Joseph P. Nadeau
Artistic Director

Elven L. Hickmon
Managing Director



SAPPHIRE PARTY FAQs

Q: What is a house party?

A: A house party is a FUN event held by you or a group in someone's home or a comfortable place. The goals of the event are to:

- Increase awareness and educate guests about the work of Fountain City Performing Arts
- Raise funds to support the continuation of our mission
- Create a fun and enjoyable environment for you and your guests

Q: What kind of party should I host?

A: This is totally up to you. You know what would be most fun and enjoyable for your guests; rather it a be a formal, sit down dinner, a barbeque, cocktail party, dessert party or a game night with appetizers and beverages.

Q: What's the best way to promote my event?

A: Take advantage of social media to spread the word and bringing to the attention of your friends, family, colleagues and those that you know that would enjoy the event and willing to support the mission and advocacy of Fountain City Performing Arts. Additionally, if you use an online platform, this would be helpful in managing the invitation and communication with your guests.

Q: How should my guest and I make our donations?

A: FCPA has made this simple for you to collect donations from your guests with a few options:

1. Online donation can be made on our website at fcpakc.org/donate. We ask that your guest make a note in the donation menu to easily identify which party they attended.
2. Collect cash during your event. With this option, your guests will "not" receive a donation receipt.
3. For guests that want donate via check, we ask host(s) to collect all checks and credit card envelopes and mail them to FCPA at PO Box 30032, Kansas City, MO. 64112.

Q: What materials will FCPA supply to help me with hosting?

A: FCPA will send you a training email with fundraising tips to make your event successful, including a video link with information about the organizations mission that will help with talking about needed through you welcome or brief presentation.

Q: Are my guests going to receive tax receipts for their donations?

A: For gifts made to Fountain City Performing Arts through a Sapphire Party event will receive both an acknowledgment and tax-deductible receipt for tax reporting.

Q: How can I get more information or who is our best contact from FCPA?

A: Call or email Elven Hickmon, managing director at info@fcpakc.org or by calling the office at (816) 701-9223.



SAPPHIRE PARTY PLANNING GUIDE

Start to Finish Checklist

6 to 8 weeks out

- Decide on your location, date and time. If you can't have the party at your home, consider local businesses or community centers that might be willing to host.
- Set a fundraising goal. People will be more motivated to donate during your party if the finish line is in sight and they can help you cross it. FCPA board and staff can help you set a goal and suggest a focus for gifts to go toward, such as music purchases, pizza for rehearsals and items to support youth in emergency shelters or transitional living.
- Email info@fcpakc.org with the date, location, and a few details about your event. We will check to see if board members and/or key staff (artistic director or managing director) are available to come speak at your event and let you know.
- Create your invite list – not everyone will be able to make it so don't be afraid to invite over your preferred amount.
- Send your invites out. Email, Facebook, evite, or old-fashioned mailed invites all work great. Go with what's easiest for you and your guests.

3 weeks out

- Plan your menu and create your shopping list. You are welcome to hire caterers if you prefer but a super basic set up with fruit, cheese and crackers works just as well.
- Follow up with anyone who hasn't responded yet. A quick phone call or text to check in is a nice touch. If it turns out they can't make it, ask if they'd be willing to donate anyway and send them a link to FCPA's donation page (fcpakc.org/donate).
- You should receive your packet of supplies from FCPA in place of board members and/or key staff that aren't able to attend the event. This includes donation envelopes and marketing materials.

1 week out

- Do the shopping for any food, drinks, serving wear, and décor you may need.
- Send an update to your confirmed guests on where to park, and how to find you if you are meeting up at a park or restaurant.

The big day

- Prepare your space, food, and drinks, don't forget to make space for people to mingle and sit.
- Greet your guests with a smile, and have fun!
- Help us collect your guests' information. Ask them to put their name, address, and email on the sign in sheet.
- This will allow them to receive email updates to stay connected with us.
- Guests can write checks, use cash or credit card by filling out the donation envelopes or can use the "Donate" button on our website at www.fcpakc.org to process credit cards.

Post Party

- Send a personalized thank you to your guests. FCPA can provide you with branded, blank notecards if you'd like to use those.
- Let us know how it went! Email us with any information you learned from your guests, your total amount raised and all the exciting details. We want to celebrate with you!
- If you received cash donations, donate the value of what you collected online at fcpakc.org. Send checks, envelopes and credit card payments to: **Fountain City Performing Arts, PO Box 30032, Kansas City, Missouri 64112**



EMAIL COMMUNICATION TEMPLATES

(This simply a tool, host(s) are welcome to tweak it however they like.)

Recipients:

Subject: You're Invited: House Party in Support of Fountain City Performing Arts

Dear: (Name),

Please join me for a party to raise money for Fountain City Performing Arts. For over 5 years, FCPA has been in the Kansas City metropolitan area providing artistic & creative services...giving voice to the voiceless with youth and teens that come from vulnerable communicates, residing in emergency shelters or in transitional living. And as of date, FCPA has expanded its programming to include an adult, mixed-voice justice chorus.

When: (Month, Day, Year, and Time)

Where: (Your address and directions if you think guests need them)

Refreshments will be served. Dress is casual!

You can donate now at fcpakc.org. You'll also have the option to contribute to Fountain City at the party by making a check, cash, or online donation. You're be supporting Fountain City (....)

Please RSVP by (Month, day). If you're unable to make it but would like to show your support, donate online at fcpakc.org

Hope to see you there!

Recipients:

Subject: THANK YOU for supporting Fountain City Performing Arts

Dear: (Name),

Thank you for attending my house party in support of Fountain City Performing Arts. Thanks to your generous support, we were able to raise a total of \$_____!

A few of you have asked me how you can stay involved, so here are a few suggestions:

- Follow Fountain City Performing Arts on Facebook, Twitter or Instagram so that you can see what's coming next and share with your friends.
- Consider becoming a monthly donor to sustain Fountain City Performing Arts' work in the community.
- Volunteer at Fountain City, find opportunities online at fcpakc.org.

Thanks again for being part of the fight in giving "voice to the voiceless" through creative artistry from the youth and adult singers of FCPA.

Sincerely,