



## BOARD PERSONAL COMMITMENT FORM

This form is designed to confirm the Board Personal Commitments of The Chocolate Factory Theater's Trustees and to collect/update general contact information. This is a commitment for FY26 (July 1, 2025 - June 30, 2026).

### Contact Information

Please provide your contact information so we can make sure our records are up to date.

- Name
- Address
- Email Address
- Phone number
- Alternative Phone number

### Commitment Details

As a member of the Board of theater et al, Inc dba The Chocolate Factory Theater please make your FY26 personal commitments here below.

#### Expanding Networks:

At this critical point of growth and transition, The Chocolate Factory Theater is required to expand its network in order to move into a more sustainable and robust future. Therefore we are relying on our dedicated community and Board to invite folks into our mission and crucial work.

- I commit to expanding our network of friends, prospective supporters, and colleagues through the following activities:
  - ☐ Host an event
  - ☐ Bring friends and colleagues to shows
  - ☐ Invite The Chocolate Factory Theater leadership to networking events
  - ☐ Promote The Chocolate Factory Theater on social media

☐ Other:

- Please share the names of friends, colleagues, or prospective supporters you would recommend we contact for event invitations or fundraising outreach.

### **Board Giving:**

Due to increased labor expenses for artists and staff, investment in organizational capacity to plan for growth, decreased or static funding from foundations, decreased government funding including the loss of relief funds, and earned income not fully recovered The Chocolate Factory Theater ended both FY23, FY24 and FY25 with deficits. As the organization is most likely facing another deficit this year, increasing our Board giving and fundraising is of top priority.

- I will personally donate a total of \$\_\_\_\_\_ before June 30, 2026.
- I will make payments in the following schedule:
  - ☐ Divided into monthly recurring donations
  - ☐ Annually at calendar year end
  - ☐ Annually at FY year end
  - ☐ Other:
- I will aim to raise additional funds from my networks in the amount of \$\_\_\_\_\_ by doing the following. (examples include: enlist friends to buy tickets to fundraising events, personally ask for the end of the year or other fundraising campaign donations, company matching gifts, host a fundraising event at your home or other space)

### **In Kind Contributions:**

In kind donations of products and services increase The Chocolate Factory Theater's resources for annual events, programming, and operations.

- I commit to providing or getting the following in-kind products/services for The Chocolate Factory Theater:
  - ☐ Mark only one oval.
  - ☐ Donate catering services
  - ☐ Beer and wine donations
  - ☐ Raffle/auction items
  - ☐ Professional services i.e. legal, postcard distribution, architectural etc.
  - ☐ Other:

## Capital Fundraising Commitment

The Chocolate Factory Theater is required to raise funds from Board and individual donors in order to meet the New York City \$\$ match to access its allocated funds.

- I commit to personally donating \$\_\_\_\_\_ towards Capital Construction
- I will make payments in the following schedule:
  - ☐ Divided into monthly recurring donations
  - ☐ Annually at calendar year end
  - ☐ Annually at FY year end
  - ☐ Other:

## Board Committees

The Chocolate Factory Theater Board consists of the committees: Executive (Standing), Facilities (Standing), Audit (Standing), Development (Governance/Nominating Committee, Standing), Equity Diversity Inclusion and Belonging (Paused), Programming (Standing), Special Events and Fundraising (Standing), Capital Steering and Fundraising Committee (Project Based). On average, committee meetings are scheduled quarterly, or more frequently depending on current and relevant tasks.

- My top three choices for committee participation are:
  - ☐ Audit
  - ☐ Capital Facilities
  - ☐ Capital Fundraising
  - ☐ Development Committee (Governance/Nominating Committee)
  - ☐ Equity Diversity Inclusion and Belonging (EDIB)
  - ☐ Fundraising & Special Events
  - ☐ Programming
  - ☐ Other:

## Future Board Prospects

As The Chocolate Factory Theater grows we are looking for other committed individuals to join you in Board service.

- I know the following individuals and think they would be great Board members.