

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

BOOKING SUMMARY FOR FEBRUARY 2025

GREEN ROOM

SF Police Department Reception	March 5, 2025	\$1,225.00
Consulate of Greece Reception	March 27, 2025	\$1,225.00
Trans March Reception	March 30, 2025	\$1,385.00
Rebuilding Alliance Fundraiser	April 27, 2025	\$1,225.00
Girls Leadership Fundraiser	May 14, 2025	\$1,225.00
Minerva University Reception	May 27, 2025	\$1,225.00
SF Community Clinic Consortium Gala	June 5, 2025	\$1,225.00
Soroptimist International of San Francisco Fundraiser	June 7, 2025	\$1,225.00
Bar Association Reception	June 12, 2025	\$1,225.00
UC Regents Reception	June 13, 2025	\$1,385.00
UCSF Dept of Anesthesia Graduation	June 14, 2025	\$1,545.00
SF Opera Reception	June 17, 2025	\$1,865.00
Asian America Foundation Reception	August 8, 2025	\$1,225.00
Lauren Morrison/Tsao Family Private Party	September 6, 2025	\$3,200.00
Michelle Yap Wedding Reception	August 28, 2026	\$3,200.00

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

BOOKING SUMMARY FOR FEBRUARY 2025

HERBST THEATRE

SF Opera Annual Meeting	April 14, 2025	\$1525.00
First Voice, Inc Celebration of Life	May 24, 2025	\$1,525.00
SF Contemporary Music Players Performance	September 5, 2025	\$1,525.00
Beijing Association of North China Variety Show	September 14, 2025	\$1,525.00
SF Chamber Music Concert	December 30, 2025	\$1,525.00
SF International New Film Festival Performance	February 8, 2026	\$1,525.00
SF Performances Performance	April 3, 2026	\$1,525.00

WILSEY CENTER

SF Chamber Music Concert	October 17, 2025	\$900.00
SF Chamber Music Concert	February 27, 2026	\$900.00

San Francisco War Memorial				
Operating Account - 14670				
FY 2024 - 2025 Appropriations Report - January 31, 2024				
ACCOUNT	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
Salaries & Benefits	Permanent Salaries	\$ 7,361,976	\$ 3,637,396	\$ 3,724,580
	Temporary Salaries	\$ 383,427	\$ 462,626	\$ (79,199)
	Premium Pay	\$ 153,945	\$ 75,491	\$ 78,454
	One-Time Salaries Payments		\$ 70,366	\$ (70,366)
	Overtime	\$ 254,732	\$ 206,830	\$ 47,902
	Holiday	\$ 102,799	\$ 62,797	\$ 40,002
	Mandatory Fringe Benefits	\$ 3,562,352	\$ 1,865,169	\$ 1,697,183
	Sub Total	\$ 11,819,231	\$ 6,380,674	\$ 5,438,557
Non Personnel Services	Fees_Other	\$ -	\$ 400	\$ (400)
	Training	\$ -	\$ 5,137	\$ (5,137)
	Employee_Expenses	\$ 3,000	\$ -	\$ 3,000
	Membership_Fees	\$ -	\$ 3,850	\$ (3,850)
	Profesional_Special_Services	\$ 27,057	\$ 111,083	\$ (84,026)
	Maintenance_Services_Build_Struct	\$ 760,919	\$ 791,334	\$ (30,415)
	Maintenance_Services_Equipment	\$ 50,858	\$ 17,131	\$ 33,726
	Rent/Lease-Building/Structure	\$ -	\$ 31,150	\$ (31,150)
	Rent_Lease_Equipment	\$ 6,687	\$ 14,293	\$ (7,605)
	Other Current Expenses	\$ 3,467	\$ 34,188	\$ (30,720)
	Taxes_Licenses_Permits	\$ 189,732	\$ 5,608	\$ 184,124
	Utilities_Telephone	\$ -	\$ -	\$ -
	Sub Total	\$ 1,041,721	\$ 1,014,174	\$ 27,546
	Materials & Supplies	\$ 224,510	\$ 197,535	\$ 26,975
Services of other Departments	Human Resources Modernization	\$ 3,770	\$ 943	\$ 2,828
	Diversity Equity Inclusion	\$ 1,302	\$ 326	\$ 977
	GF-PUC-Light Heat & Power	\$ 2,475,534	\$ 838,695	\$ 1,636,839
	PUC Sewer Service Charges	\$ 102,225	\$ 59,017	\$ 43,208
	Ef-PUC-Water Charges	\$ 78,769	\$ 47,300	\$ 31,469
	DT Technology Infrastructure	\$ 174,496	\$ 87,248	\$ 87,248
	GF-City Attorney-Legal Service	\$ 128,618	\$ -	\$ 128,618
	DT Enterprise Tech Contracts	\$ 26,918	\$ 26,726	\$ 193
	DT Telecommunications Services	\$ 32,267	\$ 8,325	\$ 23,942
	GF-GSA-Facilities Mgmt Svcs	\$ 4,638,219	\$ 2,052,192	\$ 2,586,027
	GF-HR-Equal Employmnt Opportuni	\$ 18,876	\$ 14,157	\$ 4,719
	GF-HR-Mgmt Training	\$ 21,064	\$ 2,950	\$ 18,114
	GF-HR-Workers' Comp Claims	\$ 126,407	\$ 45,208	\$ 81,199
	GF-HR-Employmnt Services	\$ 19,527	\$ 14,645	\$ 4,882
	GF-Chs-Medical Service	\$ 6,937	\$ -	\$ 6,937
	GF-Chs-Toxic Waste&Haz Mat Svc	\$ 8,181	\$ -	\$ 8,181
	Is-Purch-Reproduction	\$ 8,500	\$ -	\$ 8,500
	GF-Rec & Park-Gardener	\$ 198,668	\$ 102,388	\$ 96,280
	Sub Total	\$ 8,070,279	\$ 3,300,119	\$ 4,770,160
	TOTAL OPERATING	\$ 21,155,740	\$ 10,892,502	\$ 10,263,238
14680	Annual Capital Improvement Project	\$ 730,977	\$ 572,271	\$ 158,706
	GRAND TOTAL	\$ 21,886,717	\$ 11,464,773	\$ 10,421,944
10000	Debt Service	\$ 9,107,330	\$ 2,274,102	\$ 6,833,228
14720	War Memorial Reserve	\$ 1,845,730	\$ 847,524	\$ 998,206
14700	Concessions Equip. Repl. Fund	\$ 160,575	\$ 104,340	\$ 56,235

San Francisco War Memorial
FY 2024-25 Revenue Report - January 31, 2025

Account		JANUARY REVENUE	YEAR TO DATE	FY2024-25 Budget	Percent of Budget	LAST YEAR TO DATE
FACILITY RENTAL						
435511	Opera House	\$ 24,055.00	\$ 388,902.56	\$ 619,718.00	63%	\$ 324,185.00
435512	Green Room	14,547.75	\$ 112,115.00	164,254.00	68%	111,360.00
435521	Herbst Theatre	33,507.00	\$ 155,728.51	227,580.00	68%	171,350.00
435531	Davies Symphony Hall	109,518.25	\$ 400,250.79	721,507.00	55%	464,890.00
435542	Wilsey Center	12,057.25	\$ 90,159.50	180,047.00	50%	129,565.06
462891	Zellerbach Rehearsal Hall	41,072.00	\$ 150,767.25	258,171.00	58%	200,980.80
	Sub Total	\$ 234,757.25	\$ 1,297,923.61	\$ 2,171,277.00	60%	\$ 1,402,330.86
OFFICE RENTAL						
435517	San Francisco Ballet (OH)	\$ 2,491.47	\$ 19,931.76	\$ 35,174.00	57%	\$ 19,398.82
435519	San Francisco Opera (OH)	14,368.96	\$ 114,951.68	202,856.00	57%	127,860.72
435539	San Francisco Symphony (DSH)	14,473.80	\$ 101,316.60	202,554.00	50%	128,793.60
435540	Veterans Bldg. Office Rent (SFO)	36,216.52	\$ 289,732.16	435,295.00	67%	321,593.76
462861	Veterans Building Occupancy Fees	11,049.39	\$ 69,116.58	116,144.00	60%	76,717.26
	Sub Total	\$ 78,600.14	\$ 595,048.78	\$ 992,023.00	60%	\$ 674,364.16
FOOD/BEVERAGE CONCESSIONS						
435611	Opera House & Herbst Theatre	\$ 145,564.52	\$ 277,143.34	\$ 443,224.00	63%	\$ 296,164.54
435631	Davies Symphony Hall	54,877.96	\$ 152,393.11	270,776.00	56%	147,900.99
	Sub Total	\$ 200,442.48	\$ 429,536.45	\$ 714,000.00	60%	\$ 444,065.53
PROGRAM CONCESSIONS						
435612	Opera House & Herbst Theatre	\$ 163.79	\$ 1,466.02	\$ 6,636.00	22%	\$ 2,315.97
435632	Davies Symphony Hall	361.47	\$ 7,629.83	5,098.00	150%	1,041.00
	Sub Total	\$ 525.26	\$ 9,095.85	\$ 11,734.00	78%	\$ 3,356.97
MISCELLANEOUS REVENUE						
435232	Parking Fees	\$ 4,847.05	\$ 29,773.30	\$ 55,000.00	54%	\$ 22,106.00
462899	Miscellaneous Revenue	13,878.80	\$ 89,202.61	175,567.00	51%	134,859.59
	Sub Total	\$ 18,725.85	\$ 118,975.91	\$ 230,567.00	52%	\$ 156,965.59
	GROSS REVENUE	\$ 533,050.98	\$ 2,450,580.60	\$ 4,119,601.00	59%	\$ 2,681,083.11
	Additional 15% Reserve Fund Revenue	\$ 94,067.82	\$ 431,203.63			\$ (402,162.47)
530110	Payment to War Memorial Commission	(4,450.00)	(31,150.00)			(31,150.00)
	NET REVENUE	\$ 622,668.80	\$ 2,850,634.23			\$ 2,247,770.64
OTHER FUNDS						
435614	Concessions Equipment Replacement	\$ 10,992.90	\$ 28,570.39	\$ -		\$ 23,010.49

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING
Thursday, January 9, 2025

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, January 9, 2025, at 2:05 p.m., in the Trustees' Board Room, War Memorial Opera House, President Wilsey presiding.

ROLL CALL

Present: President Wilsey, Vice President Horn, Trustee Fisher, Trustee Gatti, Trustee Kopp, Trustee Lam, Trustee Makras, Trustee Muduroglu, Trustee Pelosi, Trustee Rocco, and Trustee Wright

Absent: Trustee Newstat

Staff Present: Kate Sofis, Managing Director; Rob Levin, Assistant Managing Director; and Francesca Cicero, Board Secretary

Board Secretary Cicero made an opening announcement related to remote public comment. She stated that remote public comment, except as necessary for disability accommodations, has been discontinued. She noted that members of the public are invited to observe the meeting in-person or online, but only members of the public attending the meeting in-person will have an opportunity to provide public comment. She stated that no one online will be permitted to unmute themselves or present at the Board Meeting.

Requests for accommodation for remote public comment should be made at least 48 hours prior to the meeting, by email or voicemail (WarMemorialBoard@sfgov.org or 415-554-6377).

APPROVAL OF MINUTES

On motion of Trustee Gatti, seconded by Trustee Muduroglu, the following resolution was unanimously adopted:

RESOLUTION NO. 25-01

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the minutes of the December 12, 2024, Regular meeting of the Board are hereby approved.

PRESIDENT'S REPORT

President Wilsey congratulated Mayor Daniel Lurie on his inauguration on behalf of the entire Board and expressed eagerness to collaborate with the new administration on advancing arts and culture in San Francisco. She also welcomed two new trustees: Trustee Lyna Lam and Trustee Farah Makras. President Wilsey noted that Trustee Lam has founded her own business, has been a dedicated advocate for the Khmer community and acknowledged her significant contributions to education and cultural preservation. President Wilsey also recognized Trustee Makras as a dedicated civic leader, including her support of numerous cultural and educational initiatives in San Francisco, including her work with organizations like the San Francisco Opera and the Asian Art Museum. President Wilsey stated that the San Francisco Ballet's Opening Night Gala will be held on January 22, 2025, at the War Memorial Opera House and San Francisco City Hall, and the first performance of *Manon* will begin on January 24, 2025. She announced the new Committee assignments.

MANAGING DIRECTOR'S REPORT

Managing Director Kate Sofis reported that the Mayor's office has directed all City Departments to reduce their

departmental budgets' general fund support by 15 percent, which is approximately 1.5 million dollars for the War Memorial. She explained that this figure is less than 15 percent of the War Memorial's total budget, due to the special trust department status as a department that also earns income from rental of the venues. She also reported that the Mayor has instituted a hiring freeze City-wide, with an exception for hiring around public safety, and has paused all new programs that require general fund support. She stated she would confirm with the Mayor's office that the Evolve contract for patron screening system would be able to be finalized in light of this directive.

Michael Petrelis gave public comment on the impact of reductions in budget on remote public comment.

ASSISTANT MANAGING DIRECTOR'S REPORT

Assistant Managing Director Rob Levin explained that the current revenue numbers at the fiscal half-year point are at 49 percent of budget and is confident that the department is on track with regards to revenue. He also pointed out that January bookings are typically lower after the holiday season. Director Levin notified the Board that Global Gourmet is working with the Ballet on special food pairings for the upcoming *Manon* performances.

BOARD SECRETARY REPORT

Board Secretary Cicero reported that the Trustees completed the required Department of Human Resources training and the Ethics trainings and Form 700s will be due in April.

COMMITTEE REPORT

President Wilsey invited the Chair of the Presentors Liaison Committee, Vice President Horn to present to the Board.

Presentors Liaison Committee Report: Vice President Horn explained that the Presentors Liaison Committee considered a request from the San Francisco Symphony to install DipJar fundraising devices in Davies Symphony Hall. Following discussion, the Committee voted unanimously to recommend that the Board approve the Symphony's request for a six-month pilot program involving four DipJar donation kiosks, contingent upon the approval of the kiosk signage and placement by War Memorial staff, and the agreement to submit monthly progress reports to assess the success of the program. Rachel Kirley, Deputy Director, Development and Individual Giving, from the Symphony, explained the program is designed to build the community of donors, rather than directly receive large gifts through these devices, and they intend to begin the program in September. She also acknowledged that they would receive donor information primarily to thank donors for their gift, and assured the Board that any information is securely maintained.

Michael Petrelis made public comment thanking President Wilsey for her recognition of small donors.

Following discussion, and on motion of Vice President Horn, seconded by Trustee Pelosi, the following recommendation was unanimously adopted:

RESOLUTION NO. 25-02

RESOLVED, That the Board of Trustees of the War Memorial of San Francisco approve the Symphony's request for a six-month pilot program involving four DipJar donation kiosks, contingent upon the approval of the kiosk signage and placement by War Memorial staff, and the agreement to submit monthly progress reports to the Board of Trustees.

REGULAR ITEMS

Marketing Presentation: President Wilsey invited the marketing consultant, Maureen Futtner of Futtner & Associates, to present to the Board on the recent marketing efforts and social media campaigns developed to promote the War Memorial venues. Ms. Futtner reported the current landscape in San Francisco in the post-Covid

world for entertainment includes competing with both at-home entertainment and large-scale outdoor events. She explained that some of the marketing goals include raising brand awareness of the War Memorial, elevating outside licensees of the buildings, while also amplifying the resident companies, and driving interest in rentals of the building from new and diverse licensees, which can lead to new audiences for the venues. She explained that the initial strategy heavily involves social media, and includes onsite signage, partnerships, memberships, and driving traffic to the War Memorial website. She noted that traffic to the website has increased 68 percent, and the social media reach has increased 450 percent. Ms. Futtner addressed questions about how to reach new and younger audiences through social media influencers. Director Sofis briefly mentioned the re-named Marketing and Community Engagement Committee and that they hope to explore different methods of business development to attract different licensees, while simultaneously supporting the resident companies. Trustees mentioned the lack of awareness of venues like the Green Room and potential partnerships to explore. President Wilsey noted there seemed to be a lot of opportunity and welcomed input on the subject.

MISCELLANEOUS CORRESPONDENCE

None.

GOOD AND WELFARE

There being no good and welfare, President Wilsey closed good and welfare.

PUBLIC COMMENT

C.J. Reeves, Chair of the American Legion War Memorial Commission, presented information on the current exhibition in the Veterans Gallery in the Veterans Building regarding veterans who survived breast cancer. Michael Petrelis made public comment regarding the Mayor's transition team occupying space in the Veterans Building. There being no further public comment, President Wilsey closed public comment.

ADJOURNMENT

There being no further business, President Wilsey adjourned the meeting at 3:11 p.m.

Francesca Cicero
Board Secretary

American Legion Post 599

January 3, 2025

American Legion War Memorial Commission
401 Van Ness Ave, Suite 110
San Francisco, CA 94102

Dear Members of the American Legion War Memorial Commission,

On behalf of American Legion Post 599, I am writing to respectfully request a rental fee waiver for the use of the Green Room at the American Legion War Memorial Building. This request supports our effort to bring back the highly successful Casino Night event, hosted in partnership with community organizations.

Casino Night has been a celebrated occasion, providing an engaging and enjoyable environment for attendees while raising essential funds to support veteran-focused programs and community initiatives. The event promotes camaraderie and partnership within the community, reflecting the values of the American Legion.

We are committed to ensuring that all applicable laws, regulations, and requirements governing such events will be strictly adhered to, guaranteeing a responsible and compliant program.

The waiver would allow us to focus resources on making this event impactful and accessible to a broad audience, furthering the mission of Post 599 and our partners. We kindly request the Commission's favorable consideration of this waiver to help make Casino Night a resounding success once again.

Thank you for your ongoing support of initiatives that enrich our community and honor the contributions of our veterans. Please let us know if further information or documentation is needed.

Sincerely,

Jeff Sheibels
Commander, American Legion Post 599
(650) 255-6096
jwsheibels@gmail.com



American Legion War Memorial Commission
War Memorial Veterans' Building
401 Van Ness Avenue, Room 101
San Francisco, CA 94102
415-861-4920



January 20, 2025

Board of Trustees
San Francisco, CA

RE: Green Room Fee Waiver Request

Good Day, Madame President Wilsey,

On behalf of the American Legion War Memorial Commission (ALWMC), I do hereby submit this letter of concurrence regarding the fee waiver for the Green Room. Our American Legion Post 599 is requesting this waiver to host a fundraiser event. The Green Room fee waiver is for Saturday, May 10, 2025.

The ALWMC Board met on Tuesday, January 7, 2025 to consider this request. It was approved and submitted to the Board of Trustees for their consideration.

Thank you in advance for your consideration of this fee-waiver request in the affirmative.

A handwritten signature in black ink, appearing to read "CJ Reeves".

CJ Reeves
Chair
ALWMC

From: [Cicero, Francesca \(WAR\)](#)
To: [Cicero, Francesca \(WAR\)](#)
Subject: FW: Request for Confirmation: Agenda item for fee-waiver request of Green Room
Date: Thursday, February 6, 2025 10:30:38 AM

From: Mitchell Weller <mitchrweller@gmail.com>
Sent: Friday, January 31, 2025 10:27 AM
To: Jeff Sheibels <jwsheibels@gmail.com>
Cc: Sofis, Kate (WAR) <kate.sofis@sfgov.org>
Subject: Re: Request for Confirmation: Agenda item for fee-waiver request of Green Room

Hello Kate,

Please find attached the below responses. Jeff's first email had the endorsement from the American Legion.

- a. Date of the event - Saturday, May 10, 2025.
- b. Venue and amount of rent requesting to be waived - Green Room, entire amount of rent to be waived
- c. Event organizer and the category of veterans serving organizations - Category A - American Legion Post 599
- d. Event purpose - Raise funds to enable Post 599 to procure and enhance veteran benefit application software to try to reduce the backlog of over 2,000 claims at County Veterans Services and Swords to Plowshares; raise awareness about veteran benefits that could federally fund SFPD training for 600+ police officer deficit.
- e. If other organizations besides the Event Organizer are beneficiaries of the event, the names of those organizations and the type of veteran-serving category (a-e, described above) - All other parties are vendors and donors.

Please let us know if you have any other questions. Have a great weekend!

Best Regards,

Mitchell Weller
CA Bar # 335811
786-778-4711
mitchrweller@gmail.com

San Francisco
War Memorial
& Performing
Arts Center

From: Kate Sofis, Managing Director
Date: October 1, 2024
Subject: Process for Requesting Waiver of Rental Fees for War Memorial Venues

At the sole discretion of the War Memorial Board of Trustees, per the lease agreement between the War Memorial & Performing Arts Center and the American Legion War Memorial Commission, veteran's serving organizations may request a rental fee waiver to hold an event benefitting veterans in a War Memorial venue.

The following veteran's serving categories are considered consistent with this policy:

a. A veteran-membership organization composed primarily of U.S. military veterans and/or their relatives.
b. A veteran-membership organization composed primarily of veterans of foreign militaries that were U.S. allies in times of armed conflict and/or their relatives.
c. A veteran-membership organization composed primarily of those who served honorably in the Merchant Marines during an era of armed conflict and in an area of potential hostilities during that time and/or their relatives.
d. A veteran services organization ("VSO") such as Swords to Plowshares that both provides social services such as workforce development, business technical assistance, housing assistance, or provides other community support exclusively or primarily to veterans and/or their relatives.
e. A nonprofit organization dedicated to the commemoration of a war or wars, or veterans of a war or wars, in which the U.S. has engaged.

In order to process a request, the requesting organization must complete the following steps:

- A. Contact the Booking Manager of the relevant venue to secure a date and time for the proposed event.
- B. Once the date is secured, the requesting organization must seek endorsement of the waiver request by the American Legion War Memorial Commission (ALWMC), the managing entity for veterans' affairs at the War Memorial, at an ALWMC Commission meeting. Once endorsement is received by ALWMC, the Chair shall provide a written endorsement reflecting the approval of the waiver request.

San Francisco
War Memorial
& Performing
Arts Center

- C. Send a request to the Secretary of the War Memorial Board of Trustees asking to be put on the agenda for an upcoming Board meeting (prior to the requested event), including both:
1. **the Endorsement from the ALWMC (#1);** and
 2. **the completed description of the event (#2).** The description must include the following:
 - a. Date of the event;
 - b. Venue and amount of rent requesting to be waived;
 - c. Event organizer and the category of veterans serving organizations (a-e, as described above);
 - d. Event purpose; and
 - e. If other organizations besides the Event Organizer are beneficiaries of the event, the names of those organizations and the type of veteran-serving category (a-e, described above).

Once steps C #1 and C #2 are completed, the request for a waiver of rental fees by the Board of Trustees at an upcoming board meeting will be calendared.

Members of the War Memorial Board of Trustees,

I am James Gates and I am a San Francisco native filmmaker and Miss Tilly's grandson. My collaborator ([Paul Ouellette](#)) and I are making a documentary short film about Miss Tilly's Ballet. Because of the independent nature of this project we do not have the funds to rent the Herbst Theatre, the only named location in our film. And so I am writing to ask that you waive the rental fee to allow us to film one ten hour day in the venue on 03/17/25 (estimated rental fee of \$1,785.00)

For those of you who are unaware of Matilda Abbe and Miss Tilly's Ballet, I will provide a brief overview. Matilda Abbe was a professional dancer with the San Francisco Ballet company, performing on three global tours across South America, The Middle East, and Asia. Upon her retirement from the company, she taught with SF Ballet for 6 years before opening her own school in 1969.

Since her inaugural class, Matilda, known affectionately as Miss Tilly, has devoted herself to shaping the youth of San Francisco, not only into great dancers but outstanding members of the community. In 2010 the San Francisco Board of Supervisors awarded Miss Tilly with a Certificate of Honor for her 40 years of excellence in teaching. In 2022 Miss Tilly taught her final class of students and closed her Outer Richmond Studio after 53 years of serving the city's youth.

For 30 of those years, Miss Tilly insisted on holding her school's end of term recitals in the Herbst Theatre, generating an estimated revenue of over \$35,000 for the city. She did this because she believed the venue allowed her students to better understand the grandeur of the community they were part of and the value of being a small piece of its history and legacy. This documentary short will center around Miss Tilly and her school, while also providing an opportunity to explore the San Francisco artistic community by showcasing the landmarks and institutions that make San Francisco one of the world's great artistic hubs.

We plan to feature the Herbst Theatre and the WMPAC as a whole heavily in the documentary. We will feature shots of Miss Tilly walking through the entryway, down the aisles, and through the halls backstage. We will have B-Roll of the entire interior of the theatre, as well as establishing shots of the exterior of the War Memorial Building. It would be fair to say that the Herbst and the WMPAC are essentially Co-stars of the film, alongside Miss Tilly.

In addition to honoring the Herbst within the body of our film, we will list the Herbst and the WMPAC in the end credits. We will also make any footage we film of the venue available to the WMPAC for use in your marketing materials.

In the end, we will be submitting this documentary short film to festivals around the country and internationally. Our director's last film has been accepted to over a dozen festivals, and we have plans to eclipse that number with this film. We would be honored to share this small part of the Herbst Theatre's history with the world.

Miss Tilly, Paul, and I believe that the story of Miss Tilly's Ballet, and the story of the arts in San Francisco as a whole, is inextricably tied to the Herbst Theatre. We can not imagine a version of this film where we do not include and honor the Herbst.

Thank you for your time and consideration,

Best,

James Gates

(415) 819-6072

jagates19@gmail.com