

EVENT SPENDING WORKSHEET

Before you commit to a verbal or written contract with an agent or artist, complete the information below and review it with your Advisor and the University Activities Office prior to the event.

1. Proposed Event: _____ 2. Sponsored By: _____
3. Event Date: _____
4. Room Reservation: _____
 Rainsite (if outdoor show): _____ Dressing Room: _____
5. Bring with you to meet with: Advisor _____, and University Activities _____
6. Met with organization treasurer to find out how much \$ can be used? Yes No

		SUB-TOTALS	TOTAL	PAPERWORK REQUIRED / DONE
7.	Amount of Contract (with airfare)	\$	\$	
8.	Amount of Lodging & Meals	\$		
9.	Ground Transportation	\$		
10.	Technical Services:		\$	
	Lights	\$		
	Sound	\$		
11.	Room Reservations (EMS Res # _____)		\$	
12.	Catering/Backstage Refreshments		\$	
<i>(Copy of promotion must be attached if food is served.)</i>				
13.	Police		\$	
14.	Ticket Revenue Anticipated (deduct 5.5% sales tax)		\$	
	Cost of printing tickets		\$	
	Estimated number of people:			
15.	Publicity (posters, banners)	\$	\$	
	Duplicating (B&W)	\$		
	Graphic Design (color)	\$		
16.	Other Costs (supplies, decorations)	\$	\$	
	Conference Dues	\$		
	Registration Fees	\$		
	Promotional	\$		
17.	Total Amount to be spent on event		\$	
18.	Anticipated revenue from event		\$	
19.	Actual cost of event		\$	
20.	Co-Sponsorships / Name:		Amount:	