

# Planning Event Budget Form

Office of Student Activities

Request # \_\_\_\_\_

## Expenses

- \* List items individually. If you need additional space please list on separate sheet and attach.
- \* If requesting allocated funds, you may or may not receive all funds requested.
- \* Attach meeting minutes indicating that club has agreed to the requested amount.
- \* Traveling, attach Travel Form, list of students and Vehicle Request Form.

### Rental (Helium, tents, popcorn machine, etc.)

Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_

### Prizes & Giveaways

Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_

### Promotional Items (printing, posters, etc.)

Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_

### Contractual (speaker, performer, T-shirts, photographer, etc.)

Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_

### Decorations (paper supplies, balloons, etc.)

Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_

### Food (JJC has the 1st Right of Refusal)

Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_  
Item \_\_\_\_\_ Quantity \_\_\_\_\_ Amount \_\_\_\_\_

### Travel (field trips, service projects, etc.)

Event Name \_\_\_\_\_ Amount \_\_\_\_\_

Amount to be paid from? Earned \_\_\_\_\_  
Allocated \_\_\_\_\_  
Total Requested \_\_\_\_\_

Amount Approved \_\_\_\_\_  
Actual Spent \_\_\_\_\_

## Contact Information

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Email \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Email \_\_\_\_\_

Please attach any information that OSA will need to verify amounts provided, and the club meeting minutes indicating that the club voted on these expenditures for this event.