

SIG EVENT/WORKSHOP: PROPOSAL & BUDGET

Please complete this form, and email it to the SIG LIASON (danielfactor@me.com) for placement on the agenda of the next available Executive Board meeting.

Today's Date:

Name of SIG:

SIG Chair:

SIG Chair:

Date of Event: Time (Start/End):

Name of Venue:

Address of Venue:

Venue Max. Occupancy: Est. # of Attendees:

EVENT INFORMATION

Event Title:

Event Topic:

Name of Presenter:

Presenter's Resume attached? Yes No

Will CEUs be offered? Yes No How many units: (For CEUs, please use **FORM: I**)

FINANCIAL INFORMATION

Projected Expenses *Fill out what you can as of now, and update CFO as more is known -- Seek guidance from EB!

Cost of venue:	\$ <input type="text"/>	(Free? Hourly charge?)
Copying of handouts:	\$ <input type="text"/>	(Base estimate on max attendance)
Other supplies:	\$ <input type="text"/>	(Not all events have this)
Snacks/Beverages/Water	\$ <input type="text"/>	(Not all events have this)
LACAMFT IT support (eblasts, etc.)	\$ <input type="text"/>	(Board will help you estimate this)
Other Advertising/Promotion	\$ <input type="text"/>	(Board will help you estimate this)
Gift for presenter:	\$ <input type="text"/>	(Board will help you estimate this)
Other:	\$ <input type="text"/>	
Projected Expenses TOTAL:	\$ <input type="text"/>	

Projected Income *Consult with Executive Board to establish Participant fee

Participant fee - Member: \$ <input type="text"/>	Non-Member: \$ <input type="text"/>	Estimate Income \$ <input type="text"/>
Other income?		\$ <input type="text"/>
Sponsored Amount: (For Sponsorship, please refer to FORM: J)		\$ <input type="text"/>
Projected NET Income after deducting Expenses TOTAL		\$ <input type="text"/>