FORM: D

The California Association of Marriage & Family Therapists Los Angeles Chapter P.O. Box 480119, Los Angeles, CA 90048 T 323.964.3200

SIG EVENT/WORKSHOP: PROPOSAL & BUDGET

Please complete this form, and email it to the SIG LIASON (<u>danielfactor@me.com</u>) 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 (Sta	rt/End):
Name of Venue:		
Address of Venue:		
Venue Max. Occupancy:	Est. # of Att	endees:
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)		
Tiow many units. (For clos, picase use Foliation)		
		,
FINANCIAL INFORMATION		,
FINANCIAL INFORMATION		
	can as of now, and update C	FO as more is known Seek guidance from EB!
	can as of now, and update C	
Projected Expenses *Fill out what you	can as of now, and update C	CFO as more is known Seek guidance from EB!
Projected Expenses *Fill out what you Cost of venue: \$ Copying of handouts: \$ Other supplies: \$	can as of now, and update C	CFO as more is known Seek guidance from EB! (Free? Hourly charge?)
Projected Expenses *Fill out what you Cost of venue: \$ Copying of handouts: \$ Other supplies: \$ Snacks/Beverages/Water \$	can as of now, and update C	(From Estimate on max attendance)
Projected Expenses *Fill out what your Cost of venue: \$ Copying of handouts: \$ Other supplies: \$	can as of now, and update C	(Free? Hourly charge?) (Base estimate on max attendance) (Not all events have this)
Projected Expenses *Fill out what you Cost of venue: \$ Copying of handouts: \$ Other supplies: \$ Snacks/Beverages/Water \$	can as of now, and update C	(Free? Hourly charge?) (Base estimate on max attendance) (Not all events have this) (Not all events have this) (Board will help you estimate this) (Board will help you estimate this)
Projected Expenses *Fill out what your Cost of venue: \$ Copying of handouts: \$ Other supplies: \$ Snacks/Beverages/Water \$ LACAMFT IT support (eblasts, etc.) \$ Other Advertising/Promotion \$ Gift for presenter: \$	can as of now, and update C	(Free? Hourly charge?) (Base estimate on max attendance) (Not all events have this) (Board will help you estimate this)
Projected Expenses *Fill out what you Cost of venue: \$ Copying of handouts: \$ Other supplies: \$ Snacks/Beverages/Water \$ LACAMFT IT support (eblasts, etc.) \$ Other Advertising/Promotion \$ Gift for presenter: \$ Other: \$	can as of now, and update C	(Free? Hourly charge?) (Base estimate on max attendance) (Not all events have this) (Not all events have this) (Board will help you estimate this) (Board will help you estimate this)
Projected Expenses *Fill out what your Cost of venue: \$ Copying of handouts: \$ Other supplies: \$ Snacks/Beverages/Water \$ LACAMFT IT support (eblasts, etc.) \$ Other Advertising/Promotion \$ Gift for presenter: \$	can as of now, and update C	(Free? Hourly charge?) (Base estimate on max attendance) (Not all events have this) (Not all events have this) (Board will help you estimate this) (Board will help you estimate this)
Projected Expenses *Fill out what you Cost of venue: \$ Copying of handouts: \$ Other supplies: \$ Snacks/Beverages/Water \$ LACAMFT IT support (eblasts, etc.) \$ Other Advertising/Promotion \$ Gift for presenter: \$ Other: \$ Projected Expenses TOTAL: \$	can as of now, and update C	(Free? Hourly charge?) (Base estimate on max attendance) (Not all events have this) (Not all events have this) (Board will help you estimate this) (Board will help you estimate this) (Board will help you estimate this)
Projected Expenses *Fill out what you Cost of venue: \$ Copying of handouts: \$ Other supplies: \$ Snacks/Beverages/Water \$ LACAMFT IT support (eblasts, etc.) \$ Other Advertising/Promotion \$ Gift for presenter: \$ Other: \$ Projected Expenses TOTAL: \$		(Free? Hourly charge?) (Base estimate on max attendance) (Not all events have this) (Not all events have this) (Board will help you estimate this) (Board will help you estimate this) (Board will help you estimate this)
Projected Expenses *Fill out what you Cost of venue: \$ Copying of handouts: \$ Other supplies: \$ Snacks/Beverages/Water \$ LACAMFT IT support (eblasts, etc.) \$ Other Advertising/Promotion \$ Gift for presenter: \$ Other: \$ Projected Expenses TOTAL: \$ Projected Income *Consult with Execution *Consult wit	ecutive Board to establish Pa	(Free? Hourly charge?) (Base estimate on max attendance) (Not all events have this) (Not all events have this) (Board will help you estimate this) (Board will help you estimate this) (Board will help you estimate this)
Projected Expenses *Fill out what you Cost of venue: \$ Copying of handouts: \$ Other supplies: \$ Snacks/Beverages/Water \$ LACAMFT IT support (eblasts, etc.) \$ Other Advertising/Promotion \$ Gift for presenter: \$ Other: \$ Projected Expenses TOTAL: \$ Participant fee - Member: \$	ecutive Board to establish Par Non-Member: \$	(Free? Hourly charge?) (Base estimate on max attendance) (Not all events have this) (Not all events have this) (Board will help you estimate this) (Board will help you estimate this) (Board will help you estimate this)

Version: 3/26/15