



## BUDGET (based on # attendees) - SAMPLE

**NAME OF EVENT**  
**Day of week, Date(s) and Time**  
**Location**

	Estimated	Final
<b>Audio/Visual &amp; Technical</b>	\$0	\$0.00
Sound system - mic, iPod connection, mult box, set-up, delivery, staff on site for 3 hours	\$0	\$0.00
Projection equipment - 2 screens, 2 projectors, splitter connection for laptop, set-up, delivery, staff on site for 3 hours	\$0	\$0.00
<b>Catering &amp; Beverage</b>	\$0	\$0.00
Tray-pass hors d'oeuvres - 5 pieces each @ \$0/per person	\$0 *	\$0.00
Dinner - including 3-courses @ \$0/per person	\$0 *	\$0.00
Bar service - top-shelf hosted @ \$0/per person including glassware, staffing and service through reception and dinner	\$0 *	\$0.00
Staffing, service charge and tax for meals	\$0 *	\$0.00
<i>CATERING COST PER PERSON (# people)</i>	\$0 *	
Staff/musician meals - 15 @ \$0/per person	\$0 *	\$0.00
<b>Design &amp; Décor</b>	\$0	\$0.00
Registration florals - 2 @ \$0/ea	\$0	\$0.00
Centerpieces - 10 @ \$0/ea	\$0	\$0.00
Floral delivery and tax	\$0	\$0.00
Stage décor, including delivery and tax	\$0	\$0.00
<b>Entertainment</b>	\$0	\$0.00
Student string ensemble - dinner	\$0	\$0.00
<b>Facilities &amp; Campus Services</b>	\$0	\$0.00
Event Office manager - prep, load-in, event, strike	\$0	\$0.00
Events Office programming fee	\$0	\$0.00
Electrician - setup and event stand-by	\$0	\$0.00
Grounds - dumpsters and sprinkler turn-off	\$0	\$0.00
Custodial services - pre and post event, including site cleanup	\$0	\$0.00
Building opening fee	\$0	\$0.00
<b>Parking/Transportation</b>	\$0	\$0.00
Attendants - 2 @ \$0/hour for 3 hours (Structure 7)	\$0	\$0.00
Signage - parking/pedestrian signs, 10 @ \$0/ea	\$0	\$0.00
Courtesy parking for guests - # cars @ \$0/ea	\$0	\$0.00
Space posting fee/barricades	\$0	\$0.00
Traffic enforcement officer - 2 @ \$0/hr for 3 hours	\$0	\$0.00
Parking shuttle - 1 27-passenger trolley @ \$0/hr for 3 hours	\$0	\$0.00
<b>Photography/Videography</b>	\$0	\$0.00
Photographer - digital buyout package for 2 hours	\$0	\$0.00
Videographer - 1 camera for 2 hours, including post event editing	\$0	\$0.00



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<b>Postage/Mail Processing</b>	\$0	\$0.00
Mail house processing - stuffing, stamping, labeling 1,000 pieces	\$0	\$0.00
<b>Program</b>	\$0	\$0.00
Speaker fee	\$0	\$0.00
Airfare and transportation - 1 economy-class ticket and taxi	\$0	\$0.00
Hotel for speaker - 1 night @ \$0/per night, including tax	\$0	\$0.00
Meals for speaker, exclusive of event catering	\$0	\$0.00
<b>Promotional Materials/Collateral</b>	\$0	\$0.00
Design fee - invitation	\$0	\$0.00
Invitation - 1,000 pieces - panel card, 1 color, reply card, and map	\$0	\$0.00
Design fee - program	\$0	\$0.00
Program - 100 pieces, bifold, 4 color	\$0	\$0.00
Design fee - menu	\$0	\$0.00
Menu - 100 pieces, 1 color	\$0	\$0.00
Design fee - lightpole banner	\$0	\$0.00
Lightpole banners - 30 (15 poles, 2 sided) @ \$0/ea	\$0	\$0.00
Lightpole reservation fee	\$0	\$0.00
<b>Publicity/Marketing</b>	\$0	\$0.00
Daily Bruin ad - one 1/2 page ad @ \$0/per ad	\$0	\$0.00
<b>Rentals</b>	\$0	\$0.00
Registration - 6' tables, chairs and linens, coat rack	\$0	\$0.00
Cocktail area - standup and sit down tables, chairs, linens, heaters, glassware	\$0	\$0.00
Guest seating - 66" rounds, chiavari chairs, premium linens, table service, glassware	\$0	\$0.00
Kitchen - 30' tent, kitchen equipment, scullery	\$0	\$0.00
Other - easels, trellis, generator	\$0	\$0.00
On-site staff	\$0	\$0.00
Tax, delivery and staffing	\$0	\$0.00
<b>Security/Safety</b>	\$0	\$0.00
Police - 2 plain-clothes officers @ \$0/hour for 2 hours	\$0	\$0.00
Fire marshal services	\$0	\$0.00
Wheelchair rental, 1 @ \$0/ea	\$0	\$0.00
<b>Signage (event signage)</b>	\$0	\$0.00
General event signage - 5 @ \$0/ea	\$0	\$0.00



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<b>Supplies &amp; Miscellaneous</b>	\$0	\$0.00
Nametags, table number supplies, registration supplies, miscellaneous supplies	\$0	\$0.00
<b>Venue - name of venue</b>	\$0	\$0.00
Venue rental fee - # days @ \$0/day	\$0	\$0.00
Venue staffing charges - crew, stage manager, ushers	\$0	\$0.00
<b>Miscellaneous Contingency - 10%</b>	\$0	
<b>TOTAL</b>	\$0	\$0.00

*Note: These are our best estimates to date. As details on technical logistics and program content is finalized, we will update with relevant information. Costs include a significant contingency to cover extreme weather or other unforeseen elements.*

*\* Pursuant to University of California policy BUS-79 regarding maximum per-person expenditure for meals and light refreshments furnished by the university. Per-person expenditure includes cost of food and beverages, labor, sales tax, delivery charges, and other service fees.*

**Account Number:**

**Authorized Signatory:**