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Western Large Event Funding Request

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Ethnic Student Center Steering Committee

**** THIS FORM IS ONLY FOR FUNDING REQUESTS EXCEEDING \$2000.00****

Please read the **Funding Guidelines** and meet with the AS Ethnic Student Center Coordinator/Activities Advisor before completing and submitting this form,

Submit your request in a timely manner, keeping in accordance with the processes and timelines outlined in the above mentioned Funding Guidelines

You will be notified via email of the time and location of the Ethnic Student Center Steering Committee Meeting

Large Event Funding requests are a two week process; week one for information, week two for vote.

Presenting Organization Arp

Student Name Last Solomon First Rahwa

VWU email solomor@students.wvu.edu Phone number 2063278694

Name of Program/Event 15th Annual African Caribbean Heritage Dinner

Event Dates April 27th, 2013

Event Location MPR Estimated Attendance 300

Event Overview

Description for event and/or biography of speaker, performer etc.

This event showcases African and Caribbean culture through performances, food, fashion, and speakers. The theme for our dinner is 'The Crown I Wear' It represents how we as African's and Caribbean's are rooted in cultural richness. The Crown symbolizes the leaders who stood strong and believed in discovering one's own royalty within and how we use that knowledge and power to make a difference. And also how we as individuals have our own crowns we wear that represent our identity, our culture and us as individuals.

The target audience for the program and expected outcomes Western student/faculty and the greater African Caribbean of community Seattle. 300

Past attendance records, if available, and/or success of similar events on other campuses N/A

The benefit that will be given to the student body, and how it fits within the mission statement and goals of the Ethnic Student Center and Associated Students

The purpose of the African Caribbean Club is to instill a positive environment in which members can feel welcome and at home. As a club we work to learn and increase awareness of the African Caribbean nations, our people, values, cultures, customs, and believes here at Western Washington University and our surrounding communities at large. During this event we will be showcasing all of these things and hopefully enlightening everyone about the beauties of the African Caribbean nations. This follows the goals of the Ethnic Student Center and Associated Students because we are promoting Diversity. The event will be very inclusive and will bridge the gap between certain communities that usually don't interact in this way.

Publicity and promotion plan

We're receiving Posters/fliers through the publicity center, advertising on facebook, advertising to classes and to the community.

Club Budget Authority Authorizer

By submitting this esign form, I approve this request as the Budget Authority for the above named organization

You must meet with the ESC Coordinator/Activities Advisor before submitting this request. Please show the completion of this requirement by checking the box below:

El Michael Vendiola, ESC Coordinator/Activities Advisor

**** Please attach an ESC Funding Request Itemized Budget before submitting* ***

- get the ESC Funding Request Itemized Budget spreadsheet form [here](#)
- fill out the form and save it to your PC
- complete the form and attach it to this form before submitting

The approver must enter the email address of the next approver and press Approve to send it or press LOCK to lock the form.

You have been automatically authenticated from MyWestern. If the information below is incorrect, please contact the A TUS Helpdesk at 650-3333.

LOCKING or DISAPPROVING a form forwards an email notification to the Original Submitter and ONLY the Submitter.

Name: [REDACTED]

Email To: michael.vendiola@wwu.edu

(Full WWU email address required, e.g. John.Doe(a)mvu.edu — unless you are attaching a file or locking the form.)

Attached Files

FileName	Description	Added By	Date	Del
CULTURE NIGHT BUDGET I.XLS		Nathan Divino Panelo	3/14/2013 4:17:36 PM	D

Signatures

Title	Time	From	Dept	Phone	Sent To	Action
ESC Coordinator	3/13/2013 1:42:21 PM	Nathan Divino Panelo nate.panelo@wwu.edu	VU Operations	X7272	yihdege @students.wwu.edu	Submit
ESC Coordinator	3/13/2013 1:42:49 PM	Nathan Divino Panelo nate.panelo@wwu.edu	VU Operations	X7272	yihdege @students.wwu.edu	Approve
Not Found	3/14/2013 1:01:12 PM	Elesa Mengesha Yihdego yihdege@students.wwu.edu	Not Found	N/A	Nate.Panelo @wwu.edu	Approve
ESC Coordinator	3/14/2013 4:17:35 PM	Nathan Divino Panelo nate.panelo@wwu.edu	VU Operations	X7272	as vp. diversity @wwu.edu	Approve

ESC Steering Committee Funding Request Itemized Budget

****Please attach to your Funding Request form****

Event: ACC Culture Night

Date: April 27th, 2013

Location MPR

Estimated Expenses	
Performers:	
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
VU Event Services	\$ 1,100.00
Publicity/Advertising	\$ 250.00
Food	\$ 5,950.00
Lodging	\$ -
Transportation	\$ -
Equipment Rental	\$ -
Parking	\$ -
supplies/decorations	\$ 500.00
Total Costs	\$ 7,800.00

Co-Sponsorship Revenue	
Sponsor 2 Willy Hart \$ 1,200.00	
Sponsor 3 Diversity \$ 2,000.00	
Sponsor 4 RHA \$	400.00
Sponsor 5 Steering	
Sponsor 6	
Sponsor 7 other	\$ -
Sponsor 8	\$ -
Sponsor 9	\$ -
Sponsor 10	\$ -
Total	\$ 6,100.00

45 tickets are comp tickets

Estimated Revenue (High)			Estimated Revenue (Low)		
128 tickets @ \$	14.00	\$ 1,792.00	80 tickets @ \$ 14.00		\$ 1,120.00
168 tickets @ \$	10.00	\$ 1,680.00	130 tickets @ \$ 10.00		\$ 1,300.00
Gross Ticket Revenue		\$ 3,472.00	Gross Ticket Revenue		\$ 2,420.00
Less 5% tax		\$ 165.33	Less 5% tax		\$ 115.24
Less Box Office Fees (12%)		\$ 440.94	Less Box Office Fees (12%)		\$ 440.94
Estimated Net Revenue		\$ 2,865.72	Estimated Net Revenue		\$ 1,863.82

Co-Sponsorship Revenue \$ 6,100.00 **\$ 6,100.00**

Estimated Gain/Loss On Event \$ 1,165.72 **\$ 163.82**