

Doc. 2
3/5/13



Ethnic Student Center Steering Committee

WESTERN Large Event Funding Request

#744734

**** 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 Latino Student Union

Student Name Last Bradford First Jaime

WWU email bradfoj2@students.wvu.edu Phone number 253-882-4177

Name of Program/Event Latino Student Union Heritage Dinner 2013

Event Dates April 13, 2013

Event Location VU MPR Estimated Attendance 230 max

Event Overview

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

We will provide the audience of Western students, community members, family members, and alumni (with cultural food, performances, music, and a key note (TBD) who will speak on our theme: 'Celebrate your culture and life will celebrate you.'

The target audience for the program and expected outcomes

Our target audience is Western students, community members, family members, and LSU alumni. We hope that everyone will walk away from the dinner with a new piece of knowledge, a sense of celebration and wholeness from the Latin@ community on campus.

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

I am not certain of exact records but we have been successful with this event in previous years.

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 student body will be able to broaden their experiences on campus as this is a cultural event and cannot be experienced through any classroom. It will be enjoyable and educational for the student body. As for the ABC's of the Ethnic Student Center, we expect our LSU members and those who attend to feel an affirmation and pride within their Latin@ culture and with the contagious celebration of culture, hopefully others will also feel an affirmation and pride in their culture and identities. We also hope that some unfamiliar faces of Western students would like to join our community of LSU and that everyone feels like they are apart of this cultural celebration during the dinner. Lastly, for many of our members this is the first leadership position they have taken so far in their college careers. We not only support our members in their leadership but hope to spark leadership in others to do what they think needs to be done for their cultures.

Publicity and promotion plan

We plan to use the Publicity Center and Print and Copy Services to print banners, posters, and handbills. We will also be holding a series of events during the week leading up to the dinner to further education the Western community and advertise for the dinner. We will be tabling in Red Square during this week.

Club Budget Authority Authorizer

gj 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:

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 ATUS Helpdesk at 650-3333.

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

Email To: michael.vendola@wwu.edu

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

Approve | Disapprove ~ | Attach | ToCK~

Attached Files

FileName	Description	Added By	Date	Del
COPY OF LSU BUDGET 2013.XLSX	Budget	Nathan Divino Panelo	2/28/2013 11:45:28 AM	II

Signatures

Title	Time	From	Dept	Phone	Sent To	Action
Peer Advisor 1	2/27/2013 11:32:06 PM	laime ElizabethHlsako Bradford bradfoj2@students.wwu.edu	Not Found	N/A	nate.panelo@wwu.edu	Submit
ESC Coordinator	2/28/2013 11:45:27 AM	Nathan Divino Panelo nate.panelo@wwu.edu	VU Operations	X7272	asvp.diversity@wwu.edu	Approve

ESC Steering Committee Funding Request Itemized Budget

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

Event: LSU Heritage Dinner
 Date: April \$201. Doors open at 5:30 starts at 6pm
 Location: VU MPR

(3)

Estimated Expenses	
Performers:	
1 Entertainment	\$1,000.00
2 Keynote	\$100.00
3	\$0.00
4	\$0.00
5	\$0.00
6	\$0.00
VU Event Services	\$400.00
Publicity/Advertising	\$100.00
Food	\$3,500.00
Lodging	\$0.00
Transportation	\$0.00
Decorations	\$400.00
Parking	\$25.00
Ticket Services	\$110.00
Total Costs	\$5,635.00

Co-Sponsorship Revenue	
Sponsor 1 Steering	\$1,500.00
Sponsor 2 Willy Har	\$1,200.00
Sponsor 3 RHA	\$500.00
Sponsor 4 Diversity	\$500.00
Sponsor 5 1	
Sponsor 6 Bruce	\$250.00
Sponsor 7 Faculty Af	
Sponsor 8 LSU	\$200.00
Sponsor 9	\$0.00
Sponsor 10	\$0.00
Total	\$4,150.00

\$2300 with WH Fund
 1
 bake sales+dining out+tank sales
 need transfer request
 1078 cater tracks contract #
 26 comp tickets

Estimated Revenue (High)				Estimated Revenue (Low)			
140 tickets @ \$10.00	\$1,400.00	100 tickets @ \$10.00	\$1,000.00				
90 tickets @ \$16.00	\$1,440.00	50 tickets @ \$16.00	\$800.00				
Gross Ticket Revenue	\$2,840.00	Gross Ticket Revenue	\$1,800.00				
Less 5% tax	\$135.24	Less 5% tax	\$85.71				
Less Box Office Fees (12.7%)	\$360.68	Less Box Office Fees (12.7%)	\$360.68				
Estimated Net Revenue	\$2,344.08	Estimated Net Revenue	\$1,353.61				

Co-Sponsorship Revenue	\$4,150.00	\$4,150.00
Estimated Gain/Loss On Event	\$859.08	\$(131.39)

