

General AS Event Planning Budget Template

Name of Event: USSA Board of Directors Meetings

Sponsoring Org: United States Student Association (USSA)

Anticipated Event Date: 11/20/14 -11/23/14 and 1/28/15 -1/31/1

Location:

	Anticipated Expenses	
Performer/Speaker fee		
Film Rights/Rental		
Facility Rental fee		
Conference/Event Registration		
Room setup/takedown labor		
Security staffing		
Tech Crew: sound/lights		
Publicity (printing/promo)		
Advertising (buying ads)		
Hospitality for performer(s)		
Catering / Food		
Lodging		
Transportation		
Parking		
Supplies / Decorations		
Box Office Ticket Fees		
Travel - Airfare	\$950.00	
Other		
Other		
TOTAL	\$950.00	

	Anticipated Revenue (if applicable)	
Ticket sales		
Co-sponsorship dollars		
Co-sponsorship dollars		
Funds from host club/org account		
Other		
Other		
Other		
TOTAL	\$0.00	

NET BALANCE **(\$950.00)**

