

Large Events Reserve Budget

Office:	Viking Outdoor Recreation
Event:	Outdoor Wellness Extravaganza
Date:	May 13th
Location:	Lakewood Boat House

This form helps event organizers plan their budget. All numbers are estimates. Please complete to the best of your ability. Enter amounts and the totals will automatically calculate.

Estimated Expenses

Type	Amount
Outdoor Center Student Staff	4967.82
Art/Creative Supplies/Tie Dying Material	\$ 1,000.00
Publicity/advertising	\$ 500.00
Food Truck Rental	\$ 3,600.00
portable restrooms	\$ 700.00
Shuttle Service	\$ 1,000.00
Miscellaneous	\$ 500.00
musicians	\$ 900.00
stage set up + event services	\$ 2,500.00
Total expenses:	\$ (15,667.82)

Estimated Revenue

Ticket Sales		
Price	Number	Subtotal
\$ -	0	\$ -
		\$ -
Co-Sponsorships		
Name	Amount	
Counseling Health and Wellness	\$ 1,000.00	
Broad reach endowment fund	\$ 1,000.00	
(Sponsorship 3)		
Total revenue:	\$	2,000.00

Total projected balance: \$ (13,667.82)

The first time this event was run was during Spring 2021 with significant Covid restrictions and 50 people. Last year we budgeted about \$9000 and ran a successful, large event, welcoming 300 people into Lakewood. This year we again aim to expand the Extravaganza's offerings and reach. We have expanded the budget to accommodate growing demand and goals for outdoor wellness activities, we have the assumption and knowledge that leftover funds will go back into AS reserves.

OC Student Staff Wage Calculator				
	# of Students	Hours	Wage	Total
Day Of	22	8	17.37	3057.12
Hours Prep/Set Up/Tear Down	22	5	17.37	1910.7
				4967.82

