

Hall President's Council

2008-2009 Official Form

HPC Signature Event Budget Form **DUE**: TBD at the HPC Meeting (NO LATE EXCEPTIONS)

1. INFORMATION

Hall Name:	Contact Name:
Contact Email:	Contact Phone:
Rector Name:	Rector Phone:
Proposed Event Title:	
Date(s):	Time Range:
Location:	Rain Location (if needed):
Co-sponsors:	
Brief Description of Event:	



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2. EXPENSES (Please round to the nearest who	le dollar.)	
Advertising:	Max	
Flyers (FedEx Kinkos)	\$ 50	\$
Table Tents (FedEx Kinkos)	50	\$
Banners (DH/LaFortune)	25	\$
Observer Advertisement	100	\$
Operations:		11
Facility Rental (See Location Cost List)	No Max	\$
Tent (Maintenance)	400	\$
Stage (Maintenance)	400	\$
Security (NDSP)	No Max	\$
DJ	500	\$
Sound System (OIT)	250	\$
Supplies:		11
Decorations	100	\$
Prizes	250	\$
Food	500	\$
T-Shirts (NOT REIMBURSED)	0	\$ 0
Other Expenses: (Please describe in detail)		Ή
		\$
		\$
		\$
		\$
	TOTAL EXPENSES	\$
3. INCOME		
Ticket Sales:		
(A) Cost per ticket	\$	
(B) Estimated quantity of tickets sold		
Total Ticket Sales (Multiply A&B)		\$
Other Income: (Please describe in detail)		" -
		\$
		\$
	TOTAL INCOME	dt-
	TOTAL INCOME.	\$
NET REQUEST TO HPC \$_		
-	(Total Expenses – Total Income)	