

# Event Budget Request Summer B / Fall 2021

This is for only for event requests. Operational and travel requests should be completed on their respective forms. Student Government Funded Organization's total Event Requests for a semester budget cycle may not exceed twenty thousand dollars (\$20,000), excluding honorariums. Honorariums may not exceed \$15,000 per fiscal year.

\* Required

1. Name of Organization (Please put the full organization name as registered with the Department of Student Activities & Involvement) \*

---

---

---

---

---

2. President's Information (name, phone #, ufl email) \*

---

---

---

---

---

3. Treasurer's Information (name, phone #, ufl email) \*

---

---

---

---

---

4. Name of Event \*

---

5. Event Date \*

---

*Example: January 7, 2019*

6. Purpose of Event \*

---

---

---

---

---

7. List benefits to the State, the University, and/or your organization \*

---

---

---

---

---

8. Venue of Project \*

---

9. Expected Attendance \*

---

10. Previous attendance (if applicable)

Programs

Programs Budget Line (Do not include honorariums. There is a separate section for honorariums)

11. PROGRAMS TOTAL

12. Programs Breakdown: Include Item Descriptions, Costs Per Item, Quantities, and Total Costs

Awards

Awards Budget Line

13. AWARDS TOTAL (Code 808.8 #8) Cap: \$40 per item; must be competition based

14. Awards Breakdown: Include Descriptions, Costs Per Item, Quantities, and Total Costs

---



---



---



---

Honorariums

Honorariums Budget Line. Student Government Funded Organizations may receive up to fifteen thousand dollars (\$15,000) per fiscal year for honorariums.

15. HONORARIUMS TOTAL

---

16. Honorariums Breakdown: Include Descriptions, Costs Per Item, Quantities, and Total Costs

---



---



---



---

Advertising

Advertising Budget Line

17. ADVERTISING TOTAL (Code 808.8 #10: Promotional items cap = \$2 per item; Code 808.8 #3: Clothing must not exceed \$15 per item and must be used for promotional purposes)

---

18. Advertising Breakdown: Include Descriptions, Costs Per Item, Quantities, and Total Costs

---

---

---

---

---

Copies

Copies Budget Line

19. COPIES TOTAL

---

20. Copies Breakdown: Include Descriptions, Costs Per Item, Quantities, and Total Costs

---

---

---

---

---

Food

Food Budget Line

21. FOOD TOTAL (Code 808.8 #9) Cap: \$5 x Anticipated UF Student Attendance

---

22. Food Breakdown: Include Descriptions, Costs Per Item, Quantities, and Total Costs

---

---

---

---

---

Total Amount Requesting

Please add up your line items and put the total below.

23. Total Amount

---

This content is neither created nor endorsed by Google.

Google Forms