Event Budget Request Summer B / Fall 2022

This form is 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 and exactly as it appears on GatorConnect.) *

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

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

4. Name of Event *
5. Event Date (Must be within either Summer B or Fall 2022 semesters) *

Example: January 7, 2019

6. Purpose of Event *

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

8. Venue of Event *

9. Expected Attendance *

10. Previous attendance (if applicable)
11. PROGRAMS TOTAL

12. Programs Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
   Example: Plates | Qty 100 | $2.00 per item, Decorations | Qty 1 | $50 per item

13. AWARDS TOTAL (Code 808.8 #8: Limit of $40 per item and must be competition based)

14. Awards Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
   Example: Awards | Qty: 4 | Cost Per Item: $10.00
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 Item Descriptions, Quantities, & Costs Per Item
   Example: Speaker | Qty: 1 | Cost Per Item: $1,000

Advertising

17. ADVERTISING TOTAL (Code 808.8 #10: Promotional items limit = $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 Item Descriptions, Quantities, & Costs Per Item
   Example: Pens | Qty: 50 | Cost Per Item: $2.00
19. COPIES TOTAL

20. Copies Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
Example: Flyers | Qty: 20 | Cost Per Item: $1.00

Food

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

22. Food Breakdown: Include Item Descriptions, Quantities, & Costs Per Item
Example: Pizza | Qty: 10 | Cost Per Item: $12.00

Total Amount Requesting

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

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