Event Budget Request Spring & Summer A 2023

This form is only for event requests. Separate request forms must be submitted for each event occurrence. Operational and travel requests should be completed on their respective forms.

Code 808.8 #1: Student Government Funded Organization's total event requests for a semester budget cycle may not exceed twenty thousand dollars ($20,000), excluding honorariums.

Code 808.8 #2: 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 *

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5. Event Date (Must be within either Spring or Summer A 2023 semesters; events that fall outside these semesters cannot be approved)

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6. Purpose of Event *

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

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8. Venue of Event *

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9. Expected Attendance *

________________________________________
10. Previous attendance (if applicable)

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

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

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15. **HONORARIUMS TOTAL**

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16. **Honorariums Breakdown: Include Item Descriptions, Quantities, & Costs Per Item**  
   Example: Speaker | Qty: 1 | Cost Per Item: $1,000

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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, Buttons | Qty: 100 | Cost Per Item: $1.00

   Please make sure to list the quantity and costs per item; as a reminder, the promotional items limit is $2 per item.

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19. COPIES TOTAL

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

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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

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Total Amount Requesting

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

23. Total Amount *

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