



**Club Name:** \_\_\_\_\_  
**Coordinator Name:** \_\_\_\_\_  
**Coordinator Phone #:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_  
**Event Date/ Time:** \_\_\_\_\_  
**Event Location:** \_\_\_\_\_

**FOR CO-SPONSORSHIPS ONLY**  
 Please list each organization's contributions for the event

<b>EXPENSES</b>	<b>COST</b>	<b>Club A</b>	<b>Club B</b>	<b>Club C</b>
<b>Venue:</b>	\$	\$	\$	\$
LOCATION/CAPACITY				
<b>Entertainment:</b>	\$	\$	\$	\$
SPECIFY TALENT (DJ, MC, Comedian, Speaker, etc.)				
	\$	\$	\$	\$
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	\$	\$	\$	\$
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<b>Production:</b>	\$	\$	\$	\$
USG AV				
	\$	\$	\$	\$
OUTSOURCED AV or EQUIPMENT RENTAL				
<b>Security:</b>	\$	\$	\$	\$
USG EVENTS MANAGEMENT				
	\$	\$	\$	\$
CSS				
	\$	\$	\$	\$
UNIVERSITY POLICE				
	\$	\$	\$	\$
TICKET OFFICE				
<b>Publicity:</b>	\$	\$	\$	\$
KINKOS/FLYERS				
	\$	\$	\$	\$
OTHER				
<b>Food:</b>	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Supplies or Decorations:</b>	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Off Campus Trip:</b>	\$	\$	\$	\$
TRANSPORTATION				
	\$	\$	\$	\$
REGISTRATION/ADMISSION				
	\$	\$	\$	\$
OTHER				
<b>Online Orders:</b>	\$	\$	\$	\$
TOTAL - INVOICE MUST BE ATTACHED				
<b>Other:</b>	\$	\$	\$	\$
	\$	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$	\$

**TICKET PRICES**      **SB Student** \_\_\_\_\_      **Non-Student** \_\_\_\_\_

**Event Coordinator's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_