

# **SAMPLE BUDGET FOR LARGE EVENT--SUCH AS SYMPOSIUM**

(Students solicit funds from inside and outside the school)

**NAME OF GROUP: ILJ SYMP.**

**DATES OF EVENT: FEB. 10-12, 200?**

## **INCOME & SOURCES**

Dean & Dean of Student Offices*	\$ 4,500.00
Berger	\$ 1,000.00
GPSAFC	\$ 1,250.00
GPSAFC Special Request	\$ 3,000.00
Lexis	\$ 500.00
BarBri	\$ 500.00
Foundation Press	\$ 750.00
JGSM	\$ 500.00
Peace Studies Program	\$ 500.00
Near Eastern Studies	\$ 800.00
University Dean of Students	\$ 500.00
South Asia Department	\$ 800.00
Mario Einaudi Center	\$ 800.00

<b>Total Income</b>	<b>\$ 15,400.00</b>
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## **Projected/Estimated Expenses**

### **Travel:**

8 Speakers @ \$600 per spkr	\$ 4,800.00
Ground Transp. 8 x \$150	\$ 1,200.00
In travel meals 8 x \$30	\$ 240.00
<b>Sub Total Travel</b>	<b>\$ 6,240.00</b>

### **Hotel**

8 x \$190 per night x 2 nights	<b>\$ 3,040.00</b>
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### **Meals/Food**

First night informal dinner	
8 + 20 @ \$40 per person	\$ 1,120.00
Breakfast--speakers 8 x \$12	\$ 96.00
Coffee/Bagels for break	\$ 200.00

Lunch 60 @ \$12.50	\$ 750.00
Formal Dinner	
50 x \$50	\$ 2,500.00
<b>Sub Total Food</b>	<b>\$ 4,666.00</b>

**Communication Costs**

Faculty Invites--in house	\$ 30.00
Posters	\$ 200.00
Programs	\$ 200.00
Flyers	\$ 60.00
Photocopying	\$ 350.00
<b>Sub-Total Communication</b>	<b>\$ 840.00</b>

Misc. Expenses	<b>\$ 500.00</b>
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<b>Total Projected Expenses</b>	<b>\$ 15,286.00</b>
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\*Pledges from Deans Offices are up to the amount pledged.