

Undergraduate Association Senate Discretionary Fund Budget Worksheet/Application

This document is to be submitted in conjunction with any bill requesting an allocation from the Senate discretionary funds at any time throughout the term. Its purpose is to assist groups in presenting their budget to Senate and in justifying their funding request. If you can provide additional information and a more detailed budget, please attach any supplemental documents to this form. *Please fill out all applicable entries in the form below:*

Group/Club: _____	Exec E-mail: _____
Primary Contact: _____	Main Account #: _____

Amount requested from Discretionary Fund:

Description of Your Group/Relevance to the MIT Community:

Purpose of the Event/Reason for the Request for Funding:

Anticipated attendance:

Will Alcohol be served?

Operating Expenses		Entertainment	
Materials		Advertisement	
Capital		Services (e.g. AV)	
Food		Transportation	

Please attach to this form a more detailed Supplemental budget.

Other Anticipated Funding Sources and Amounts Received/Requested:

Tips for successful proposals

- Read the Student Activities Funding Guide.

<http://web.mit.edu/slp/finances/supp-funding-guide.html>

- Do your homework! Talk to your executive board and/or past organizers. Know if your group received money in previous years and if so, how much and from whom. Include this information in your proposal.

- **Include details.** If you have run the program in the past, give details about how the event went, how many people came, etc. Also include any changes or enhancements you are making this year to improve the program.

- **Make it easy for people.** Include your student organization's main account number on the coversheet. Make sure your name and email address is legible.

- **Give the proposal some context.** Why does your event/program need supplemental support? How is your group or sponsoring organization supporting the event (are members paying anything to participate? Is your organization putting up any of the funds from its own resources? Are you selling tickets?)

- **Make sure your budget is not padded.** Most people can tell, and it makes your proposal less credible. (See the Common Budget Items handout, or ask someone from the UA or the Student Activities Office to help you if you are unsure!)

- **List your potential donors and how much you hope to get from each. Do not ask for more than your budget requires!**

- **If you have any questions, ask!** The UA Senate Speaker, the UA Exec and the Student Activities Office staff are available to go over your proposal with you ahead of time and give you suggestions or guidance.

Sample Supplemental Budget

Marathon Day Event: April 18th, 2005

Venue: Commonwealth Ave. at the 1 mile marker for the Boston Marathon

Expected Attendance: ~700 students plus other passersby

700 Hamburger Buns @ (\$1.50 for 12) = \$87.50

300 Hot Dog Buns @ (\$1.50 for 12) = \$37.50

300 Hamburgers @ \$0.50 = \$150

200 Veggie Burgers @ \$0.80 = \$160

300 Hot Dogs @ \$0.25 = \$75

200 Chicken Breasts @ \$0.60 = \$120

7 Bags of Fries @ \$5 = \$35

7 Bags of Mozzarella Sticks @ \$5 = \$35

720 Cans of soda @ (\$6 per 24 pack) = \$180

30 2-Liter Bottles @ \$1 = \$30

100 Bottles of water @ 0.50 = \$50

20 Gallons Ice Cream @ \$8 = \$160

Cookies or cookie baking supplies (sugar, flower, chocolate chips, oatmeal, peanut butter, butter, eggs)
- \$100

Brownie Mix - \$25

Ketchup, Mustard, Lettuce, Tomatoes, Mayonnaise, Pickles, Relish, Barbeque Sauce - \$125

5 Cartons cotton candy sugar @ \$10 = \$50

Cotton Candy Machine - \$50

Ice - \$300

Paper plates, bowls, napkins, plastic silverware - \$40

Chips, Pretzels, Party Mix, Candies - \$100

Paper for signs, flyers and banners (written across the house for runners) - \$30

Ice Cream Cones @ \$6/box - \$120

30 small pies @ \$5/pie - \$150

Prizes for activities/games - \$250

Dunk Tank Rental (www.dunkrental.com): \$500

[These quotes are via peapod.com, US Foods, and Taylor Rental.]

Total - \$2930

Revenue: \$1500 (contributions of \$300 from Phi Sig, Phi Delts, AXO, Sigma Kappa, and Alpha Phi.)

Request: \$1430

Reason: Marathon Day has normally relied on funds from Weekends@MIT. (It has obtained the necessary funding for the past six years from Weekends.) We had no reason to think different this year, but they ran out of money somehow and the event is being held in two weeks. We have also explored the Spice Fund, and ARCADE/LEF, and neither was able to grant any support for this event.

Common Budget Items

Source: SAO 9/13/04

1.) **Campus Police**

The Campus Police will determine all cases where police details are required. Police details are usually required for events where alcohol is served, when cash is collected, where live bands are playing, and in cases where attendance will exceed 100 (for non-educational events only.) When safety and security concerns are evident, police details may also be required. Each campus police detail requires a 4 hour minimum at \$33/hr (or \$120 per detail officer assigned unless the event is longer than 4 hours.) The Campus Police department decides how many (if any) officers will be required depending on:

- the size and location of the event,
- the time of day it is happening,
- if money is being collected at the door,
- and if alcohol is being served.

2.) **Metal Detectors**

Metal detectors are required for any on-campus student party/dance at which: attendance will exceed 250 with admission open to non-MIT students, and there will be a DJ/live music and/or alcohol served. If the program is educational in nature or primarily performance-based, metal detectors are generally not required. (Note: Metal Detectors may be waived at the discretion of the Campus Police.) MIT hires an outside company to provide and run the metal detectors during the event. This service costs about \$900 for one metal detector and \$1800 for two metal detectors. Parties with 250-450 people can use one metal detector, while anything over 450 usually requires two. (Note: Metal detector events always require an MIT police detail.)

3.) **Catering/Food**

Prices for catering may vary depending on which vendor the group uses. Here are some ballpark figures to go by.

General estimates:

Breakfast \$2-\$8 per person

Bagels/coffee would be the cheapest way to go, while a full breakfast is costly.

Lunch \$10-15 per person

A bag lunch from MIT catering is \$10-\$15 per. A buffet is always cheaper than a sit-down meal. Plan to add about \$250 for any staff that might be needed, if your event is large. An off-campus caterer can be a bit more creative price-wise.

Dinner \$15-20 per person

A buffet is always cheaper. Always compare caterers as prices do vary. Don't forget to factor in plates and utensils if you are picking up the food on your own.

Pizza

Generally consider that one pizza would feed 3-4 people and should cost about \$10 on average.

4.) **T-shirts**

T-shirts can cost anywhere between \$5-\$8 per t-shirt depending on how many you are ordering (the more the better), how many colors you want, and if you want designs on both the front and back of the shirt.

5.) **Audio Visual Services**

For non-equipped rooms – Audio Visual Services has their price list on their website at http://web.mit.edu/av/www/MoreHtml/price_list_links.htm for microphones, video equipment, projectors, audio systems, etc. There will generally be an additional technician fee of \$100.

6.) **E33 Productions** (A student organization that provides lighting and production services for other campus groups.) \$250 minimum, usually around \$500 depending on the job. They are willing to work out an estimate ahead of time with a student so that they can get a sense of what it might cost.

7.) **Electrician** – Hired through the MIT Facilities Department, usually through CAC. Typically

needed for events where there will be tie-ins for sound. \$70 per hour plus Employee Benefits (an additional 18% of total job).

8.) Licenses

Entertainment License \$40.00 Needed for events that are educational in nature that include either an admission charge or required donation OR the service of alcohol.

One-Day Liquor License

Required for events at which there will be a cash bar.

\$35 for Beer/Wine with 100 people or less

\$55 for Beer/Wine with over 100 people

\$55 for all alcohol with 100 people or less

\$100 for all alcohol with over 100 people

9.) Advertising/Photocopying

Copy Tech - \$.04 per copy, single-sided, \$.08 double-sided

Copy Tech colored posters: 11x17 - \$1.50, 17x22 - \$3.00, 23x31- \$5.00. Lamination: add \$3.00

Off-campus poster making is generally about \$3 per poster (17x22 glossy, multicolor) depending on the vendor.

LSC Ad - \$25 for one night, and \$50 for the whole weekend

Infinite Corridor Projection (through Audio Visual Services) - \$50 per week.

Tech Ad – ASA student groups may place advertisements at a rate of \$5.00/column-inch.

(Note: Each student organization is eligible for one free page of advertising per academic year with The Tech.)

10.) Rental Equipment (mostly arranged through CAC, aside from Carnival equipment.)

Tent : \$500- \$1,000 plus, depending on size

Tables: \$7.50 a piece. (Note: table linens must be arranged through caterer!)

Chairs: \$1.00 per chair.

Dance Floor: \$1.75 per square foot. (usually around \$300-500 for a decent sized floor.)

Carnival Equipment: \$35 per table top games. \$400-\$1200 for large inflatable games.

11.) Set-up charges

CAC services are usually available free of charge, unless the event involves an extremely complicated set-up. There is, however, a \$150 clean-up fee for Walker & Lobdell. Students can choose to do the clean-up themselves, but will be charged if it is not done to standard for the following morning.

12.) Performers (range) – DJs, bands, comedians

MIT talent - \$50-\$200

Local Acts - \$1,000 - \$3,000

National Acts - \$10,000 - \$40,000

13.) Transportation

Chartered Bus - \$500 - \$1500 depending on distance

(Please note: students can arrange for chartered bus service through the MIT Parking Office at a greatly reduced price. Email mitparking@mit.edu for rates and reservations.)

Car Rental - \$69-99 per day (or \$400-600 per week) for a mini-van.

Using an MIT Purchase Order enables students 18 years or older to rent a car with a valid driver's license at Budget Rental on Mass Ave at a reduced rate.

Airfare (range) - \$200 - \$1,000

See MIT Travel Office's page (web.mit.edu/cao/www/travel.htm) for information about negotiated discount rates.

Check out the Student Activities Office's Resource Library (W20-549) for a list of vendors regularly used and/or recommended by student organizations.

<http://web.mit.edu/slp/sao/support.html>