

International Festival 2010

Organized by Campus Activities Board and International Programs Council

Proposed Budgeted Expenses

Description	Cost	Subtotal	Request UCEC
Advertising/Promotion			
Western Herald Ads (2 ads)	\$774.00		
Kalamazoo Gazette (2 ads)	\$994.00		
WMU table tent	\$30.00		\$30.00
Bernhard Center Display Case	\$29.00		
Flyers (1250)	\$150.00		
Food Coupons for VIPs and volunteers	\$500.00		
Banner Posting	\$300.00		
Printing Invitations	\$120.00		
Event Promotion Supplies	\$700.00		\$300.00
Camera Services	\$1,500.00		\$500.00
<i>Total</i>		<i>\$5,097.00</i>	<i>\$830.00</i>
Postage			
1500 students + 50 VIP's	\$432.00		
<i>Total</i>		<i>\$432.00</i>	
Event Staffing			
Staffing Compensation	\$2,500.00		
Bernhard Center Staff	\$1,500.00		
Security	\$294.00		
<i>Total</i>		<i>\$4,294.00</i>	
Rentals			
Berhard Center Ballroom (4 to 8 p.m)	\$850.00		
Reinforced Stages	\$900.00		
Sound System and Operator	\$900.00		
Audio Visual Equipment	\$500.00		
<i>Total</i>		<i>\$3,150.00</i>	
Event Materials			
Programs	\$300.00		\$300.00
Stage and Ballroom Decoration	\$570.00		\$370.00
Foam Bord Food Menu	\$40.00		
IF-Staff T-shirts	\$750.00		
IF-Staff Polos	\$200.00		
<i>Total</i>		<i>\$1,860.00</i>	<i>\$670.00</i>
Food, etc			
Ingredients (thru Dining Services)	\$3,200.00		
Beverages (Catering)	\$500.00		
Serving Materials (Dishes, Utensils, Napkins)	\$850.00		
<i>Total</i>		<i>\$4,550.00</i>	
TOTAL PROPOSED EXPENSES		\$19,383.00	\$1,500.00