

SABRC Event Request Form

Organization _____	Contact _____
Phone _____	Email _____
Event _____	Website _____
Tentative Date _____	Tentative Location _____

Brief Description:

Event Expenses

Item	Price	Quantity	Total
Performance Fee		N/A	0
Hotel Room(s)	125/room		0
Airfare	500 Max		0
Meals	20/person		0
Other()		N/A	0
Other()		N/A	0
Other()		N/A	0

Total Event Expenses _____ **0**

Promotion Expenses

Item	Price	Quantity	Total
Color Ink Posters (11x17)	1.00/copy		0
Color Flyer (8.5x11)	.50/copy		0
Black Ink Flyer (8.5x11)	.04/copy		0
Scout Ad (1/4 page)	120		0
Scout Ad (1/2 page)	240		0
Scout Ad (full page)	480		0
Mailbox Stuffer (2/page)	.10/copy		0
Other		N/A	0
Other		N/A	0

Total Promotion Expenses _____ **0**

Expected Attendance/Ticket Income

Item	Ticket Price	# Attending	Total
BU Students			0
BU Faculty/Staff			0
Public			0

Total Attendance _____ **0** Potential Income _____ **0**

Additional Income _____ From Who? _____

Total SABRC Request _____ **0**

NOTE: Technical Costs are already funded for events through Tech Crew, however you must still reserve services through Tech Crew for the day of your event if funds are approved