

- Fall Budget Request
- Spring Budget Request
- Line Item Transfer
- Organizational Wear

Date & Time Stamp
from Facilities Office _____

Budget Request Form
The University of Findlay
Student Government Association

THIS FORM MUST BE COMPLETED & TURNED IN TO THE FACILITIES OFFICE BY MONDAY AT 4:30 pm

Organization Name Student Government Association
 Contact Person (s) Brenda Do
 Phone # 419-434-4849 E-mail ddb@findlay.edu
 Advisor's Signature (required) _____
 Total Amount of Funds Requested \$ 5,233

Event # 1: Name Taylor Swift Live!
 Date 02-02-12 Time 6p.m. Location AMU

Line Item	Amount Requested
Honorariums	\$ <u>2,000</u>
Travel Expenses	\$ <u>100</u>
Printing	\$ <u>10</u>
Sodexo	\$ <u>1,650</u>
Security	\$ _____
<u>T-Shirts</u>	\$ <u>1,473</u>
_____	\$ _____
_____	\$ _____
EVENT TOTAL	\$ _____

SGA USE ONLY
SGA Treasurer _____
Approved by _____
Date Approved _____
Amount Allocated _____

Brief Description of event
Taylor Swift will be coming to The University of Findlay to perform for the students. There will be ice cream served & t-shirts will be handed out at the end.

Facilities office use only
 Facility permit completed _____ Yes _____ No Security Needed _____ Yes _____ No Number of officers _____

[REDACTED]
Listed below is the pricing for the event items you are looking at for Casino Night:

T-Shirts

- ⇒ Supplier A - \$4.91 (S-XL) / \$6.03 (2XL)
- ⇒ Supplier B - \$4.95 / \$6.05
- ⇒ Supplier C - \$5.05 / \$6.29

Stadium Cups

- ⇒ 12 oz. Cup - \$.49/ea. plus \$35 set up fee
- ⇒ 16 oz. Cup - \$.57/ea. plus \$35 set up fee

100 Toothpick Holders with 1-Color Print:

- ⇒ Plastic, 1oz, \$.59 each, plus \$25 set-up
- ⇒ Styrene, 1.25oz, \$.77 each, plus \$50 set-up
- ⇒ Styrene, 1.5oz with false bottom that contains miniature dice, \$1.03 each, plus \$50 set-up
- ⇒ Glass, 1.5oz, \$1.38 each, plus \$45 set-up
- ⇒ Glass, 1.75oz, \$1.55 each, plus \$40 set-up

- ⇒ 150 Can Koozies with 1-Color Imprint on Both Sides:
\$1.25 each, plus \$45 set up fee

T-shirt pricing is all inclusive of art fees, screen fees and shipping. The stadium cups, toothpick holders and can koozies you'd have to add shipping charges. Please let me know if you have any questions. Thanks.

Jay

THE UNIVERSITY OF FINDLAY
DINING SERVICES

No 3455

FAX 0 Day Monday

Organization [REDACTED]

Phone [REDACTED] Date 8/24/09

Representative [REDACTED]

Address University

Type of Service Break

Advanced Potential Number 300

Purchase Order Number 0

Guarantee _____ Actual Attend. _____

Location Cory St Mall

Order Received By EM/CB

Set Up Time 6:30 PM Beginning Time 7:00 PM Ending Time 9:00 PM Date Received 6/29/09

- _____ ICE CREAM SUNDAE BAR:
- _____ VANILLA/CHOCOLATE ICE CREAM
- _____ HOT FUDGE TOPPING
- _____ HOT CARAMEL TOPPING
- _____ NUTS
- _____ SPRINKLES
- _____ MARASCHINO CHERRIES
- _____ SNICKERBAR TOPPING
- _____ WHIPPED TOPPING
- _____ BOWLS
- _____ PLASTIC SPOONS
- _____ NAPKINS

Price 5.50

Rectangle Rounds Linen

per person

Flowers:

PLEASE RETAIN THIS CONFIRMATION FOR VERIFICATION OF INVOICE

For Office Use Only:	
Food	
Labor	
Linen	
Flowers	
Delivery	
Subtotal	
Tax	
Total	

Distribution: Customer, Catering, Production Manager, Catering Kitchen

This is your confirmation for services requested. Please check to make sure if all of the information is correct. You will be billed according to this record. **ALL PRICES** for full meals include all foods and labor incidental to the meal. Included in the meal price are: food, preparation, and cooking of the meal, set up, clean up, equipment used in preparation, service, and management. **A GUARANTEE of attendance figure is required from the customer three business days in advance of the function.** Payment in full is required at this time. Make checks payable to: Sodexho, 1000 N. Main St., Findlay, Ohio 45840.

If no guarantee is received, we will prepare for the originally estimated number and charge accordingly.

We prepare for 5% over the guaranteed number, and will charge your group 100% of your guarantee or actual number served, if higher.

IN ACCEPTING this confirmation of service, you will also be accepting responsibility for any and all equipment delivered, until that equipment is picked up by the food service. Call 419 434-4645 as soon as your service is over for prompt pick-up.

FINDLAY

THE UNIVERSITY OF FINDLAY

The University of Findlay Contract for Campus Performances

1. The following is a PERSONAL SERVICE AGREEMENT made on February 1, 2012 (month/day/year) between Taylor Swift
(herein referred to as "ARTIST") and The University of Findlay (herein referred to as "SPONSOR").
2. **PLACE OF ENGAGEMENT:** The University of Findlay,
1000 North Main Street, Findlay, Ohio 45840
3. **ENGAGEMENT INFORMATION:**
 - a. Date: February 2, 2012
 - b. Load in Time: 5:00pm.
 - c. Hours of Engagement: 3
 - d. Sound and Lights provided by: The University of Findlay
 - e. Name/s and Phone Number/s to Contact: Taylor Swift
411-123-4567
4. **PERFORMANCE FEE:**

**The UF is unable to provide ground transportation.

Taylor Swift

Signature of Artist or Authorized Management Representative

Taylor Swift

Printed Name

February 1, 2012

Date

Brenda Do

Signature of Authorized Sponsor

Brenda Do

Printed Name

February 1, 2012

Date

Revised 8/29/07