Other Expenses:

Other Expenses:

Total:

II. Projected Income

To estimate ticket income, multiply conservative expected attendance by ticket price – this money is generally considered UNRELIABLE and should not be a considerable part of the foundation of your budget!

Anticipated Ticket revenue (if any).
Clearly indicate the math (Ticket price $ ___ x ___ = ____)

Additional Revenues expected
from sales of items, etc.

Total Projected Income

III. Funding

Amount in Club Account (Current Ledger Balance)

Amount budgeted from your Club's available funds for this event

Additional Sponsors (if any): (Offices, academic departments, etc)

1. Amount Pledged

2. Amount Pledged

3.Amount Pledged

Total:

IV. Projected Profits/ Loss from this event

* Note that MANY student events cost more money to produce than will be made. That's ok! If you anticipate profit from this event, where do you hope to apply those funds? (beneficiary, organization account, a specific future event, a party to thank all who helped....)

Projected Profits/Loss

Explanation

*NEED CHECKS? Please note it takes 7-10 days to process checks through the SGA Financial Coordinator.
*Remember that you cannot enter into a contractual agreement until you have secured all of the necessary funds and Leadership Activities has reviewed the contract!!!
*NEED A CASH ADVANCE? Fill out a cash advance form, available from the SGA Financial Coordinator, and allow for 7-10 days to process the check.
* NEED PETTY CASH? Need cash for change or shopping for your event? Sign out a cash box with the SGA Financial Coordinator. Most cash boxes have $50 in singles to help you make change for your event. Additional arrangements may be discussed in advance. (kscully@skidmore.edu)

If admission is 'Free", please state. If multiple prices, please note all categories and costs, e.g.: "Skidmore Students @ $3, All others $5. For parties, we encourage a discounted rate for early arrivals, i.e. "one dollar off admission before 11 pm."