

SIG EVENT/WORKSHOP: PROPOSAL & BUDGET

Please complete this form, and email it to the SIG LIASON (danielfactor@me.com) for placement on the agenda of the next available Executive Board meeting.

Today's Date:
Name of SIG:
SIG Chair:
SIG Chair:
Date of Event: **Time (Start/End):**
Name of Venue:
Address of Venue:
Venue Max. Occupancy: **Est. # of Attendees:**

EVENT INFORMATION

Event Title:
Event Topic:

Name of Presenter:
Presenter's Resume attached? **Yes** **No**
Will CEUs be offered? **Yes** **No** **How many units:** (For CEUs, please use **FORM: I**)

FINANCIAL INFORMATION

Projected Expenses **Fill out what you can as of now, and update CFO as more is known -- Seek guidance from EB!*

Cost of venue:	\$	(Free? Hourly charge?)
Copying of handouts:	\$	(Base estimate on max attendance)
Other supplies:	\$	(Not all events have this)
Snacks/Beverages/Water	\$	(Not all events have this)
LACAMFT IT support (eblasts, etc.)	\$	(Board will help you estimate this)
Other Advertising/Promotion	\$	(Board will help you estimate this)
Gift for presenter:	\$	(Board will help you estimate this)
Other:	\$	
Projected Expenses TOTAL:	\$	

Projected Income **Consult with Executive Board to establish Participant fee*

Participant fee - Member: \$	Non-Member: \$	Estimate Income \$
Other income?		\$
Sponsored Amount: (For Sponsorship, please refer to FORM: J)		\$
Projected NET Income after deducting Expenses TOTAL		\$