

# SPECIAL EVENT BUDGET ESTIMATION WORKSHEET

ASUH-HCC Form S-16

Name of Activity \_\_\_\_\_

Organizer \_\_\_\_\_

Entertainment/Honoraria/Awards	Estimated Cost	Subtotal
Publicity/Printing/Mailing	Estimated Cost	Subtotal
Food Service/Decoration/Props	Estimated Cost	Subtotal
Audio Visual/Equipment/Facility	Estimated Cost	Subtotal
Travel/Registration Fees/Lodging	Estimated Cost	Subtotal
Campus Security/Parking	Estimated Cost	Subtotal
Miscellaneous	Estimated Cost	Subtotal
<b>Total Activity Budget</b>	<b>TOTAL REQUEST</b>	

Signature of Contact Person \_\_\_\_\_

Date \_\_\_\_\_

**Attach to ASUH-HCC Form S-15 (Request for Funding – ONLY FOR SPECIAL FUNDS).  
Return all forms to Student Life and Development Office.**