CO-SPONSORSHIP BUDGET SHEET GUIDELINES

The Associated Students Program Board (ASPB) requires a budget sheet from all co-sponsorship applicants in order to assess how potential funds will be spent. We ask that you create your own budget sheet, using the example provided below as a guideline to how the budget sheet will look like. If the example below is not sufficient for your program, feel free to create your own version of a budget sheet.

Here are a few important guidelines regarding the budget sheet:

- Be very specific with the event requirements.
- Make sure that your estimated costs are as accurate as possible.
- Be sure to include ALL the event requirements in the budget sheet.
- **Highlight or bold the event requirements that you plan on spending potential co-sponsorship funds.**
- **Provide two totals: One total will be for the total event cost and the other total will be the amount of co-sponsorship funding that you are requesting.** The total amount of co-sponsorship funding you are requesting should be the sum of the highlighted/bolded lines.

(EXAMPLE)

Event Requirements	**Estimated Costs**
Artist Fee (Comedian …)	$1285
Artist Hospitality	
Food from Stater Brothers	$100
Artist Transport (Shuttle Bus)	$75
Stage and Sound (from Auntie M's)	$1100
Chairs and Tables (from Physical Plant)	$88
Marketing	
Posters and Flyers (from Printing & Repographics) – Qty. 80 11x17 Glossy Posters, $1 each	$80
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TOTAL EVENT COST	$$$$$
TOTAL CO-SPONSORSHIP REQUEST	$$$$$

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Event Requirements	**Estimated Costs**
TOTAL EVENT COST	$
TOTAL CO-SPONSORSHIP REQUEST	$