

Event Grant Preparation

This document is meant to highlight some of the common SAC bylaws and stipulations that affect event funding. It includes some examples of the documentation that RSOs need to include in the grant request that is submitted to SAC. It also includes the information that SAO needs once a RSO's funding has been approved and can be spent.

Bylaws and Stipulations

- 1) Must turn in at least 8 weeks prior to date of event; Small grants have more issues than large grants of getting them turned in on time.
- 2) SAC may not double fund an event that is being co-sponsored by more than one RSO.
- 3) SAC does not fund meals and/or beverages.
- 4) SAC can't fund political activity or any activity in which an individual or group attempts to influence another individual or group to vote for a person or party in an election.
- 5) SAC can't fund academic credit producing activities such as requirements of a class or academic program.

Ticket Sales

- 1) If there is a charge for admission for the event, the ticket prices should be listed on the grant request form.

SAO's Requirements - If tickets are going to be presold, they must be audited by SAO prior to the event. Tickets sold at the door at the event will be handled by the Union cashier and security. All admission receipts will be deposited with the UWM Union and any incurred expense (such as setup costs) will be deducted from the admission receipts. If there is revenue remaining, it will be deposited into the RSO's account with SAO. SAC must be reimbursed for any event expenses funded through SAC.

Set-up/Operations Cost

- 1) Must have some print off from REPS or other space on campus showing the cost of the use for the event which can include setup, technician fees, etc. Generally room rental is free in the Union for RSOs but the setup, tech and equipment usage is what determines the cost.
- 2) Must have some website print-off or quote from vendor or campus department showing cost or rental fee for props and materials.

SAO's Requirements – REPS costs are directly charged to the RSO's budget with SAO. If the RSO does not have enough remaining to cover the cost, the officers of the RSO become liable. RSO's must track expenditures.

Contract vendors and ineligible vendors may apply for props and materials. See SAO to verify.

Performer/Speaker/Service Provider Fees

1) Must have an email or quote from the speaker or performer showing how much they charge for an appearance. Lodging is limited to \$80 in Milwaukee County. Must have website print-off or justification from travel agent showing potential cost airfare or transportation expenses.

SAO's Requirements - Contracts must be completed and signed by the person receiving the money and turned in at least 30 days ahead of time. In WI, there is a list of Wisconsin State contracted hotels that can be used: <http://vendornet.state.wi.us/vendornet/travel/LodgingInfo.asp>. Amount of the hotel covered is limited to the State rate which is \$80 in Milwaukee County. We are tax exempt in WI. Kenilworth is an option for a speaker to stay. Kenilworth is \$80 per night.

Fox World Travel as the state contract for all internet bookings. SAO must book flights through Travelport.

Domestic Ticket fees are \$9.00 per ticket if SAO books online with Travelport and an additional \$11 per ticket if SAO has to call Fox World directly fix an error. If SAO calls Fox World directly to book (an example of using this option is to assure all tickets are together on the same flight since tickets now can only be booked one at a time) the fee is \$31 per ticket.

There are certain carriers such as Air Tran, Jet Blue and Southwest that require agent assistance to complete the reservation some of the time. This ticket fee is \$20 per ticket.

Publicity/Promotion Costs

1) Must have quotes for radio and newspaper ads. Union marketing can be used for banners and flyers. IKON can also be used for flyers. RSO pricing from Union Marketing and regular pricing from IKON is used when SAC determines allocations.

SAO's Requirements –If a check is required to pay for the radio or newspaper ads, they can take two to three weeks to be processed. The vendor to make the check payable to, the address of the check to be sent, and the vendor's EIN (taxpayer ID number) must be known to be able to complete the process. A copy of the ad is required for newspaper ads. IKON print sheets are generated from SAO to print flyers. Campus Printing Services is used for bigger requests. Union Marketing costs are directly charged to the RSO's budget with SAO. If the RSO does not have enough remaining to cover the cost, the officers of the RSO become liable. RSO's must track expenditures.