

General Education Fund Policy and Oversight Committee
Center Stage Event Proposal

Event Name _____

Abbreviated Event Name _____ Proposed Date: _____
(for use on receipts, etc.)

Campus host (must be TTU employee): _____

Campus Phone: _____ Campus Fax: _____ Email: _____

Brief Description (attach sheets as necessary): _____ (If applicable: Not suitable for children under age _____)

Justification for Inclusion in the Center Stage Series:

PROPOSED BUDGET:

Included in Contract:

Honorarium: \$ _____

Travel: \$ _____

To/From Airport: \$ _____

Lodging: \$ _____

Other: \$ _____

\$ _____

Subtotal: \$ _____

Not Included in Contract:

Publicity costs: \$ _____

Postage/Shipping: \$ _____

Reception: \$ _____

Other: \$ _____

\$ _____

\$ _____

Subtotal: \$ _____

Total Proposed Budget: \$ _____

Signature of Proposer: _____ Date: _____

Approved Total Budget (with revisions noted above): \$

Date approved: