

Appendix B: Event Proposal and Event Budget/Expenses Forms

You can submit the Event Proposal Form and the Event Budget as soon as the date for your event is confirmed even if other details remain unknown. This will ensure that the date is saved on the calendar and publicity is initiated. For events aimed at larger audiences (25+) we recommend an even earlier head start to ensure sufficient time for marketing.

- ◆ Submit these forms to the following addresses: vp@netsap.org, specialevents@netsap.org, president@netsap.org, and treasurer@netsap.org.
- ◆ The Event Proposal and Budget forms **must be submitted at least 21 days before the actual event** in order to review your logistics, budget, and allow approval/disapproval.
- ◆ Once you receive an approval response from the President regarding your Event Proposal **AND** Event Budget/Expense Form, consider the event confirmed.
- ◆ Submit your Final Expense Form at least 2 weeks after the conclusion of your event with all receipts and financial statements.
- ◆ In very rare instances, the NetSAP DC account can subsidize an event but that decision is at the discretion of the Executive Board. **Please remember to keep receipts for all expenses to be reimbursed.**
- ◆ Please keep in mind that **all events need to be self funded**, that is, all revenue that is generated by the event should cover all costs incurred for the event. If you will be charging attendees a fee, please provide details in the Budget in the **Event Budget/Expenses Form**.
- ◆ If you will be charging attendees a fee, please provide details in this form so that we can set up a Harris Connect link for the event. Please coordinate with the President, Vice President and the Membership Director to determine appropriate NetSAP Member and non-Member rates. The member price should be calculated by dividing the total costs by the total number of expected attendees. Then the non-member difference should be added to the price. The amount of the difference depends on the charge for the event but there should always be an incentive for people to sign up for membership. Also, you may want to consider tiered pricing in which case an early registration price is offered and after a certain date a higher price is offered. This will help drive registration and aid in planning. For budget estimation, assume that one third of the attendees will be members and the rest non-members (this is based on previous attendance at events. We require that all events have advanced payment either via Harris Connect or by mailing a check to the event chairs, to make planning logistics easier.
- ◆ If you anticipate expenses (that are covered by the revenues) please provide a detailed break-out of the expenses and how you plan to cover them with the anticipated revenues. Always get agreement for services in writing to ensure that you get what was agreed on. Provide us quotes from service providers or prices of goods explaining the costs. Do not buy goods or services before the event has been approved. For goods and services not on the original proposal, submit a revised proposal for review. **Do not make purchases without approval.**