



General Education Fund Policy and Oversight Committee

Center Stage Event Proposal

Event Name: _____ Venue: _____

Brief Event Name (1-2 key words, for use on receipts, etc.): _____

Campus host (must be TTU employee): _____

Campus Phone: _____ Campus Fax: _____ Email: _____

TTU student co-sponsor(s): _____ Email: _____

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

Proposed Date: _____
(estimate if actual date not yet determined)

Justification for Inclusion in the Center Stage Series:

PROPOSED BUDGET:

A. Included in Contract:

All-Inclusive Fee: \$ _____

-OR-

Itemized Contract:

Honorarium: \$ _____

Travel (e.g. airfare): \$ _____

To/From Airport: \$ _____

Lodging: \$ _____

Subtotal: \$ _____

B. Not Included in Contract (if applicable):

Publicity: \$ _____

Reception: \$ _____

Postage/Shipping: \$ _____

Other: \$ _____

\$ _____

\$ _____

\$ _____

Subtotal: \$ _____

Total Proposed Budget: \$ _____

SIGNATURE OF PROPOSER: _____ DATE: _____

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