



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:** _____