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Student Organization Event Budget Brainstorming!

Step One: Make a list of all of the items that your organization plans to spend money on this Event. Consider things like:

- Cost to invite guest speakers or performers in
- Items/materials that your organization will need for this event (ex. Pens, tape, water bottle etc.)
- Marketing or promotional materials
- Set-up costs
- Costs for any planned activities

Step Two: In the second column, rank the priority of the item. Start by noting the things that must happen, and then from there, prioritize everything else based on the group's goals for the event.

Step Three: Match items to a funding source. High priority items should match to funds you know your organization has. Lower priority items can come from less definite sources, but should also be the first items to be adjusted/cut if that money doesn't come in as planned.

Item	Priority (Must Pay, High Priority to Pay, Would Be Nice, Low Priority)	Budget Source
Example One: Speaker Fees for lecturer	Must Pay	SAC Grants
Example Two: Replace organization table banner	Would Be Nice	Profits from fundraising

Student Involvement

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Item	Priority (Must Pay, High Priority to Pay, Would Be Nice, Low Priority)	Budget Source