



ACSA Region 3 Event Proposal

Event: _____ Submitted by: _____ Date: _____

Location: _____ Date of Event: _____

<u>Attendees:</u>	Proposed	Actual
ACSA Members	_____	_____
Non-Member	_____	_____
Total Attendees	_____	_____
<u>Expenditures:</u>	_____	_____
Room Rental	_____	_____
Special Set-up	_____	_____
Food	_____	_____
Beverage	_____	_____
Gifts/Awards	_____	_____
Honorarium	_____	_____
Printing	_____	_____
Decorations	_____	_____
Other	_____	_____
Total Expenditures	_____	_____
<u>Offsets:</u>		
Fees	_____	_____
Sponsorships	_____	_____
Other	_____	_____
Total Offsets	_____	_____
<u>Total Cost of Event</u>	_____	_____
<u>Total Amount in Region 3 Budget</u>	_____	_____

Approved by: _____ Date: _____