

***Committee Name***

DH Event Fund Proposal



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| --- | --- |
| Organiser |  |
| Event Name |  |
| Date of Event |  |
| Location (Jazzmans/DH) |  |

Seeing as you will be in contact with Sodexo please make sure that you do the following:

1. Contact your CAO 3 weeks before to set up a meeting with DH if you want anything food wise for your event;
2. Make sure you have a meeting with DH min 2 weeks before;
3. Be aware that either the UCSA treasurer or your CAO have to formally sign the contract, make sure to include deadline by when Sodexo has to send the invoice;
4. Make sure your event will have min 20 people attending - and have an approximate number before you come to the meeting;
5. Have a sign-up sheet so that DH staff can have a clearer idea of how many to cater for;
6. Already have an idea of what food you would like Sodexo to provide (so that you do most of the thinking);
7. If you want catering too, you will need to fill in an official quote through sodexo at the UU;
8. Understand that the UCSA will not be paying for a reduction on the total food price through the dh events budget;
9. You can move the tables around as much as you like, but be sure to return it all exactly the way you found it afterwards.

Please indicate what you are planning to spend the requested budget on as *specific* and *realistic* as possible! Doing research when making a budget proposal is super helpful and makes you proposal more reliable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Projected Expenses** | **Projected Income** | **Total budget** |
|  | Item A |  |  |  |
|  | Investment B |  |  |  |
|  | Item C |  |  |  |
| TOTALS |  | 0 |  |  |

**Description**

[Please describe the nature of the event you are planning. Include topic, logistics, how you will promote the event on campus and how you believe the event contributes value to attending UCU students. Be as precise as you can!]

[Delete This section before sending: Send the lecture proposal no later than **2 weeks before** the planned date of the event to ucsa@uu.nl and CC to all CAOs concerned!]