

Section III – List of Fees SAMPLE

Please list the types of fee(s) charged and the expected expenses associated with the type(s) of event(s) requesting in the table below. Actual prices are not required. This information will be used to create/update the specification sheet associated with the event type(s).

TYPES OF FEES CHARGED FOR THE TYPE(S) OF EVENT(S)	
Items	Methodology
Tickets	Facility Cost + 10% overhead
Meals	Catering Cost + 10% overhead
Swag	Cost
Registration	Time & Material Costs + 10%
Sponsorships	Ticket Price + Registration Price X Number of Attendees/5, 10, or 15 for sliding scale Sponsorship Opportunities

TYPES OF EXPENSES ASSOCIATED WITH THE TYPE(S) OF EVENT(S)	
Items	Methodology
Facility Rental	Campus Facilities
Catering	Campus Eateries or Approved Vendors
Swag	From Campus Bookstore
Linens	From Aramark