

Status: **Recommended with Modifications**

Financial Officer: Jane Heyes

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(17,490.00)	\$17,490.00	\$13,694.00	\$13,694.00		
Undergraduate Special Fees		\$17,490.00	\$13,694.00	\$13,694.00		
6310 - Honoraria Fees	\$(1,200.00)	\$1,200.00	\$900.00	\$900.00		
6500 - Training Mat	\$(100.00)	\$100.00	\$50.00	\$50.00		
7140 - Copies (Not Marketing)	\$(600.00)	\$600.00	\$350.00	\$350.00		
7150 - Office Supplies	\$(40.00)	\$40.00	\$40.00	\$40.00		
7220 - Marketing Copies / Print Expenses	\$(600.00)	\$600.00	\$120.00	\$120.00		
7410 - Equipment Purchase (Non-Cap)	\$(6,000.00)	\$6,000.00	\$6,000.00	\$6,000.00		
7420 - Equipment Rental	\$(6,700.00)	\$6,700.00	\$4,284.00	\$4,284.00		
7510 - Facilities Rental	\$(1,500.00)	\$1,500.00	\$1,500.00	\$1,500.00		
7720 - Gas	\$(300.00)	\$300.00	\$0.00	\$0.00		
7730 - Car / Van Rental	\$(450.00)	\$450.00	\$450.00	\$450.00		
[All Expense Total]	\$(17,490.00)					

QUESTIONS & ANSWERS

Have you applied for Special Fees in the past 3 years? If so, please detail the outcome of each attempt.

Yes, we have successfully received Special Fees in the last 3 years.

If you applied for Special Fees last year, is there an increase in the amount you're seeking this year? If so, why?

No, we are actually asking for \$50 less. In the past, we've had too much money in line items we don't fully utilize, so this year's budget's main difference is that more of the money is going towards the actual productions and not just overhead.

Please define the services provided by your group with the Special Fee, as per the ASSU Constitution:

We provide free art and training to the larger community. We bring great Shakespeare to the masses - what more could you want?

What are the three largest line item requests in your budget and why?

Rentals: We are committed to performances in non-traditional spaces, meaning we need to provide our own lights, chairs, seating arrangements, and speakers as well as cover costs for renting certain costumes and set pieces. As Shakes has gained a larger and more experienced technical staff, we're looking to use our rentals more effectively in the space and have more of a

"techie" presence. The request we've made for next year covers both the rising costs of rentals and the increase interest we have in expanding technically. All productions require light rentals - done as cheaply as possible - and some also include speakers, risers, pipe and drape, costumes, and chairs.

Non-capital expenses: The cost of constructing sets and purchasing set pieces, props, costumes, and related expenses for shows has increased with inflation and also with the growing interest in exploring more technical theater.

Facilities Rentals: We hope to use the Nitery in Old Union for a show, and \$1500 would barely cover that expense. We usually use free spaces on campus for our mainstage productions, but this covers any minor costs associated with the facilities used.

What is the average attendance at your events?

Our mainstage productions with 5-6 performances each, usually get about 1000 people total, conservatively. We've swung as large as twice that in the past.

How do you plan to publicize your events/programs to the greater Stanford community? Have you registered with Events at Stanford?

We have an in-house designer create a poster that we then put up all over campus, and our students wear show t-shirts for advertisement. We get reviewed by the Daily, which brings us some publicity, and we also put out events updates to local newspapers. We flier off campus as well. We use the Events at Stanford page as well as some of the arts pages, and, of course, e-mail lists, particularly the student_drama list.

If you are an umbrella group, please list the groups for which you are applying for Special Fees, their ASSU account numbers, and contact information for their financial officers.

We are not an umbrella group.

Please list all:1) assets, 2) reserves, 3) authorized and unauthorized non-ASSU bank accounts, 4) sources of funding other than Special

- 1.) Assets: a closet in EPC; various tools
- 2.) Reserves (currently): ~\$6200 - A lot will be spent on the spring show because we under-budgeted rentals and set construction
- 3.) ?
- 4.) Only our own pockets.

What events/programs does your group hold throughout the year for the Stanford Community?

We hold a Fall Showcase for one night in the fall to allow our actors to perform after a quarter of training.

In the winter and spring, we produce two full-length, high-quality Shakespeare performances on campus that are totally free to the community.

Our actors also do outreach to surrounding high schools.

Why are you requesting Special Fees?

StanShakes is committed to putting on high quality theatre at no admission price. We share Shakespeare with the surrounding high schools through outreach and provide a service to the Stanford community by providing great art at a very low cost. We believe that this is well in line with the guidelines of special fee.s

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Fall Showcase 2010		\$(100.00)	\$100.00	\$50.00	\$50.00		
Fall training and performance							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6500	\$100 covers copy expenses for manuals of new members for their training.	\$(100.00)	\$100.00	\$50.00	\$50.00		
Training Mat (Undergraduate Special Fees/Annual)							
Winter and Spring Productions		\$(16,150.00)	\$16,150.00	\$12,704.00	\$12,704.00		
Two full-length Shakespeare productions in the winter and spring							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7140	Copies of scripts, audition materials, and programs Scripts: \$250 per show = \$500 total Programs: \$45 per show = \$90 total Audition materials (i.e. sides, forms, etc.) \$10	\$(600.00)	\$600.00	\$350.00	\$350.00		
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
7220	Posters and fliers for both full-scaled productions, fliers for auditions Fliers for mainstage shows: \$570 total Fliers for auditions: \$30	\$(600.00)	\$600.00	\$120.00	\$120.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7410	Line item for the purchase of materials for productions, including building supplies, props, costumes, etc. Spending \$3000 per mainstage production is a bargain for theater groups, considering this covers ALL construction materials (lumber, screws, paint, bolts), tools (new drill bits, new paint brushes, pieces for broken tools), costumes, props, and ready set pieces (usually \$400 minimum per show).	\$(6,000.00)	\$6,000.00	\$6,000.00	\$6,000.00		
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)							
7420	Equipment Rentals for spring and winter shows. Includes generator for the spring show. Lighting rentals: Vary from show to show but usually come in around \$2000 per mainstage show - \$4000 total Generator: Usually costs \$700 for spring show Other rentals: includes costume rentals (varies from \$50 to \$500 per show), possible pipe and drape rentals (which is ~\$950 per show), possible rentals of chairs or risers, depending on space needs [We've always underbudgeted this in the past, and so when something comes up, we're scrambling to move money around.]	\$(6,700.00)	\$6,700.00	\$4,284.00	\$4,284.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7510	We are interested in working in a Drama Department space next year, which costs a flat rate of \$75 per hour every hour we're there. This will cover the bare bones production if we choose to do our spring showcase there.	\$(1,500.00)	\$1,500.00	\$1,500.00	\$1,500.00		
Facilities Rental (Undergraduate Special Fees/Annual)							
7720	Gas for driving around to pick up supplies for shows and to and from training events. A lot of time is spent driving around the Bay Area to look for low-cost set and costume pieces, so this covers those drivers for both productions.	\$(300.00)	\$300.00	\$0.00	\$0.00		
Gas (Undergraduate Special Fees/Annual)							
7730	Covers renting a U-Haul for shows. An overnight U-Haul rental costs \$90 with insurance. Given that each show needs a minimum of two nights of U-Hauling (load-in and strike), that's \$360 already. Other needs come up over the year - driving to Home Depot for lumber, for example, that necessitates a U-Haul.	\$(450.00)	\$450.00	\$450.00	\$450.00		
Car / Van Rental (Undergraduate Special Fees/Annual)							
Year-Round Ensemble Training Operation Costs		\$(1,240.00)	\$1,240.00	\$940.00	\$940.00		
In order to prepare for our winter and spring productions, our group holds classes, workshops, and lessons with Guest Artists, Shakespearean scholars, and theatre professionals to train our ensemble in the best methods of Shakespearean performance. These are essential operating costs for the continued success of the group and its performances.							
Location:	Workshops are held in Drama Dept., and various loc	Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected

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6310 Honoraria Fees (Undergraduate Special Fees/Annual)	\$(1,200.00)	\$1,200.00	\$900.00	\$900.00		
<i>Honoraria fees for speakers for various workshops throughout the year. These generally apply to people already on campus with no need for travel expenses. There are 15-18 actors present at any given honorarium workshop, and over the course of the year, there are anywhere from 2 to 5 such workshops that usually last at least 2 hours. In special cases, such as visitors from the Oregon Shakespeare Festival, we pay them more than Stanford professors as a sign of respect. Outsiders are welcome to some of the more prominent workshops.</i>						

7150 Office Supplies (Undergraduate Special Fees/Annual)	\$(40.00)	\$40.00	\$40.00	\$40.00		
<i>Office supplies include packing tape and staples for fliering as well as markers, pens, masking tape, etc. to help keep the backstage area organized.</i>						

APPLICATION TOTALS	\$(17,490.00)	\$17,490.00	\$13,694.00	\$13,694.00		
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ACCOUNT BALANCES

Account		Balance
2-8653-1-0-2800	SHAKESPEARE SOCIETY	\$0.00
2-8653-1-0-9010	SHAKESPEARE O/S PURCHASE ORDER	\$0.00
2-8653-2-5-6310	SHAKESPEARE SPEC FEE HONORARIA FEES	\$1,150.00
2-8653-2-5-6500	SHAKESPEARE SPEC FEE TRAINING MAT	\$150.00
2-8653-2-5-7090	SHAKESPEARE SPEC FEE PRIOR YEAR EXP	-\$1,175.00
2-8653-2-5-7140	SHAKESPEARE SPEC FEE COPIES (NOT MKTG)	\$481.85
2-8653-2-5-7150	SHAKESPEARE SPEC FEE OFFICE SUPPLIES	\$24.88
2-8653-2-5-7220	SHAKESPEARE SPEC FEE MKTG COPIES/PRINT EXP	\$554.13
2-8653-2-5-7410	SHAKESPEARE SPEC FEE EQUIP (NON-CAP)	\$2,257.12
2-8653-2-5-7420	SHAKESPEARE SPEC FEE EQUIP RENTAL	\$2,484.00
2-8653-2-5-7510	SHAKESPEARE SPEC FEE FACILITIES RENTAL	\$2,200.00
2-8653-2-5-7720	SHAKESPEARE SPEC FEE GAS	\$188.85
2-8653-2-5-7730	SHAKESPEARE SPEC FEE CAR/VAN RENTAL	\$288.56
2-8653-9-0-2820	THE SHAKESPEARE SOCIETY RESERVE	\$6,053.40