

Status: **Recommended with Modifications**

Financial Officer: Alexander Upfill-Brown

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(20,370.00)</b>	<b>\$13,900.00</b>	<b>\$13,900.00</b>	<b>\$13,900.00</b>		
Undergraduate Special Fees		\$13,900.00	\$13,900.00	\$13,900.00		
6310 - Honoraria Fees	\$(900.00)	\$900.00	\$900.00	\$900.00		
7140 - Copies (Not Marketing)	\$(400.00)	\$400.00	\$400.00	\$400.00		
7150 - Office Supplies	\$(50.00)	\$50.00	\$50.00	\$50.00		
7220 - Marketing Copies / Print Expenses	\$(120.00)	\$300.00	\$120.00	\$120.00		
7410 - Equipment Purchase (Non-Cap)	\$(7,000.00)	\$6,000.00	\$6,000.00	\$6,000.00		
7420 - Equipment Rental	\$(7,300.00)	\$4,300.00	\$4,480.00	\$4,480.00		
7510 - Facilities Rental	\$(2,000.00)	\$1,500.00	\$1,500.00	\$1,500.00		
7720 - Gas	\$(150.00)	\$150.00	\$150.00	\$150.00		
7730 - Car / Van Rental	\$(450.00)	\$300.00	\$300.00	\$300.00		
[All Expense Total]	\$(20,370.00)					

## QUESTIONS & ANSWERS

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

Yes, every time was successful.

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

This budget has been increased by less than 1.5%

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

Enrichment of the student culture on stanford campus

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

Equipment purchase (Non-cap): we spend around 2,000 dollars on materials for the set for each show. We buy raw materials and construct the set ourselves. We use the remaining money to pay for raw materials for props and costumes.

Equipment rental: Renting lights for each show costs 2,000 dollars, we also spent 300 dollars on lights for our fall showcase.

Facilities rental: For our spring show we rent a generator and other items. If we use drama department spaces we are required to pay them nightly when in uses.

**What is the average attendance at your events?**

We have about 500 hundred people attend the runs of each show. There are two shows.

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

Yes. We usually make posters and flyers to put up around the stanford campus. We also advertise on events websites that are theater specific. Lastly, we create an E-Flyer that circulates student email lists.

**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.**

N/A

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

1) Around 18,000

2) 4,570

3) No other accounts other than the SSE account

4) No other sources of funding

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

We hold a Fall Showcase in november (usually on the white plaza stage) which consists of monologues and scenes performed by our newly formed group. We also put on two main stage productions: one in the winter, and one in the spring. For these, we perform a full length shakespearean play and our run is usually 5 nights with a double run one of the nights. Lastly, we go to high schools in the area to provide workshops in english classes that are currently studying shakespeare.

**Why are you requesting Special Fees?**

Without special fees we would be unable to function. We need money in order to rent lights, space, and a generator for our spring outdoor show. We also need money to purchase equipment for the set, costumes, and props. Other funds are necessary for the production of scripts, posters, and programs.

**BUDGET DETAIL**

		<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>Fall Showcase 2011</b>		<b>\$(1,250.00)</b>	<b>\$1,250.00</b>	<b>\$1,250.00</b>	<b>\$1,250.00</b>		
Placeholder for our Fall showcase in the 2011-2012 school year.							
<b>Location:</b>	<b>Contact:</b>				<b>Attendance:</b>		
<b>Url:</b>							
<b>6310</b>	<i>Money for workshops by professors and actors. Year round.</i>	\$(900.00)	\$900.00	\$900.00	\$900.00		
Honoraria Fees (Undergraduate Special Fees/Annual)							
<b>7150</b>	<i>Supplies for our EPC storage closet</i>	\$(50.00)	\$50.00	\$50.00	\$50.00		
Office Supplies (Undergraduate Special Fees/Annual)							
<b>7420</b>	<i>Lights and other rentals</i>	\$(300.00)	\$300.00	\$300.00	\$300.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
<b>Spring Production</b>		<b>\$(8,015.00)</b>	<b>\$6,575.00</b>	<b>\$6,465.00</b>	<b>\$6,465.00</b>		
Placeholder for our spring production.							
<b>Location:</b>	<b>Contact:</b>				<b>Attendance:</b>		
<b>Url:</b>							
<b>7140</b>	<i>Scripts</i>	\$(200.00)	\$200.00	\$200.00	\$200.00		
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
<b>7220</b>	<i>Flyers and posters for show</i>	\$(40.00)	\$150.00	\$40.00	\$40.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
<b>7410</b>	<i>Set, costumes and props</i>	\$(3,500.00)	\$3,000.00	\$3,000.00	\$3,000.00		
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)							
<b>7420</b>	<i>Lights and other rentals</i>	\$(3,000.00)	\$2,000.00	\$2,000.00	\$2,000.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
<b>7510</b>	<i>Cover cost associated with space including generator rental.</i>	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
Facilities Rental (Undergraduate Special Fees/Annual)							
<b>7720</b>	<i>To reimburse members who drive to out reach events at highschoools in the area.</i>	\$(75.00)	\$75.00	\$75.00	\$75.00		
Gas (Undergraduate Special Fees/Annual)							
<b>7730</b>	<i>Uhaul, 2 days.</i>	\$(200.00)	\$150.00	\$150.00	\$150.00		
Car / Van Rental (Undergraduate Special Fees/Annual)							
<b>Winter Production</b>		<b>\$(7,565.00)</b>	<b>\$6,075.00</b>	<b>\$6,185.00</b>	<b>\$6,185.00</b>		
Place holder for our winter production.							
<b>Location:</b>	<b>Contact:</b>				<b>Attendance:</b>		
<b>Url:</b>							
<b>7140</b>	<i>Scripts, on average \$200 dollars per show.</i>	\$(200.00)	\$200.00	\$200.00	\$200.00		
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
<b>7220</b>	<i>Flyers and posters for show</i>	\$(40.00)	\$150.00	\$80.00	\$80.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
<b>7410</b>	<i>Set, costumes, and props</i>	\$(3,500.00)	\$3,000.00	\$3,000.00	\$3,000.00		
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)							
<b>7420</b>	<i>Lights and other rentals</i>	\$(3,000.00)	\$2,000.00	\$2,180.00	\$2,180.00		
Equipment Rental (Undergraduate Special Fees/Annual)							

Includes Fall Showcase marketing expenses.

		<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>Winter Production</b>		<b>\$(7,565.00)</b>	<b>\$6,075.00</b>	<b>\$6,185.00</b>	<b>\$6,185.00</b>		
Place holder for our winter production.							
<b>Location:</b>		<b>Contact:</b>		<b>Attendance:</b>			
<b>Url:</b>							
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>7510</b>	<i>Covers all costs associated with production space.</i>	\$(500.00)	\$500.00	\$500.00	\$500.00		
Facilities Rental (Undergraduate Special Fees/Annual)							
<b>7720</b>	<i>To reimburse members who drive to out reach events at highschools in the area.</i>	\$(75.00)	\$75.00	\$75.00	\$75.00		
Gas (Undergraduate Special Fees/Annual)							
<b>7730</b>	<i>For UHaul rentals, 2 days.</i>	\$(250.00)	\$150.00	\$150.00	\$150.00		
Car / Van Rental (Undergraduate Special Fees/Annual)							
<b>APPLICATION TOTALS</b>		<b>\$(16,830.00)</b>	<b>\$13,900.00</b>	<b>\$13,900.00</b>	<b>\$13,900.00</b>		

ACCOUNT BALANCES

Account		Balance
2-8653-1-0-2800	SHAKESPEARE SOCIETY	\$0.00
2-8653-1-0-9010	SHAKESPEARE O/S PURCHASE ORDER	\$120.75
2-8653-2-5-6310	SHAKESPEARE SPEC FEE HONORARIA FEES	\$900.00
2-8653-2-5-6500	SHAKESPEARE SPEC FEE TRAINING MAT	\$50.00
2-8653-2-5-7140	SHAKESPEARE SPEC FEE COPIES (NOT MKTG)	\$118.94
2-8653-2-5-7150	SHAKESPEARE SPEC FEE OFFICE SUPPLIES	\$40.00
2-8653-2-5-7220	SHAKESPEARE SPEC FEE MKTG COPIES/PRINT EXP	\$120.00
2-8653-2-5-7410	SHAKESPEARE SPEC FEE EQUIP (NON-CAP)	\$5,198.72
2-8653-2-5-7420	SHAKESPEARE SPEC FEE EQUIP RENTAL	\$1,952.40
2-8653-2-5-7510	SHAKESPEARE SPEC FEE FACILITIES RENTAL	\$799.50
2-8653-2-5-7730	SHAKESPEARE SPEC FEE CAR/VAN RENTAL	\$450.00
2-8653-9-0-2820	THE SHAKESPEARE SOCIETY RESERVE	\$4,570.82