

Dear ASUM,

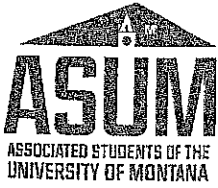
I am writing to you to once again appeal our budget, but this time on account of a typo that occurred. Under the "Room Set-Up" fees, we put \$100. This was a mistake. Our actual room set-up fees are \$1,246. The total fees are comprised of booking costs for the University Center Ballroom and University Center Theater, for these venues are where we are holding our first and second forum. We will include the actual receipt with our appeal. We hope that ASUM can assist us financially in these finances considering how important Mental Health is and that the UC is part of our home. Thank you for your consideration.

Sincerely,

Frederick Cantarine

Vice President of Humanist Student Fellowship

Representative of the Veritas Committee



# Special Allocation Request Form

Group Name: Intervarsity

Person(s) Preparing the Request: Alyssa Lashway

Contact Phone Number: (406) 241-1420 E-mail: alyssa.d.lashway@gmail.com

ASUM Index Code: \_\_\_\_\_

Event Description: Conference to discuss the interplay between mental and spiritual health

Event Date: February 4-8, 2019 Event Location: UC; Residence Halls;

Please attach a cover letter explaining the details and purpose of the event, how it will benefit your group and/or the university, who can attend the event, any additional costs/revenues associated with the event, and any other information that may help ASUM when considering your request.

Code	Description	Amount Requested	Board Approved	Senate Approved
621	Veritas Speaker \$1000; Moderator \$1000; Dialogue Partner \$1000; Speaker travel/lodging \$1000; Humanist Speaker \$1000	\$ 5000	\$	\$
623	Flyers/Posters \$700; Radio \$200; Kaiman/Missoulian \$200 Facebook Ad \$100	\$ 1200	\$ 100	\$ 600
625	Room Set-Up \$100	\$ 100	\$ 100	\$ 100
628	Tea/Coffee through UM Catering \$400; Pre-Event food for organizing committee \$150	\$ 550	\$ 200	\$ 200
		\$	\$	\$
		\$	\$	\$

Code Explanations: 621-Contracted Services (guest speaker, dj's, security, etc.); 622-Supplies and Materials (training supplies, printing, books, etc.); 623-Communications (postage, advertising, phone charges, etc.); 625-Rentals (equipment, films, meeting rooms, etc.); 628-Other (dues, subscriptions, entertainment such as food/beverage, etc.)

Other Sources of Funding: National Veritas Center Various Hosting Student Groups

Total Amount Being Requested: \$ 6850 Total Cost of the Event: \$ 7500

Group Member Signature: *Alyssa Lashway* Date: 1/8/19

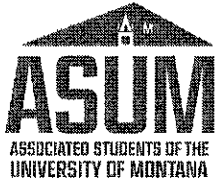
For ASUM Use: \_\_\_\_\_

Board on Budget And Finance:

Total Amount Approved: 400.00 Date: 1/21/19  
x: Alexandria Schafek Print Name: Alexandria Schafek

ASUM Senate:

Total Amount Approved: 900.00 Date: 1/23/19  
x: Alexandria Schafek Print Name: Alexandria Schafek



# Special Allocation Request Form

Group Name: InterVarsity

Person(s) Preparing the Request: Frederick Cantarine

Contact Phone Number: 818-389-4252 E-mail: fcantarine@gmail.com

ASUM Index Code: \_\_\_\_\_

Event Description: Conference to discuss the interplay between mental and spiritual health.

Event Date: February 4-8, 2019 Event Location: UC; Residence Halls

Please attach a cover letter explaining the details and purpose of the event, how it will benefit your group and/or the university, who can attend the event, any additional costs/revenues associated with the event, and any other information that may help ASUM when considering your request.

Code	Description	Amount Requested	Board Approved	Senate Approved
625	Room Set-up for Ballroom and Theatre \$1,246	\$1,246	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

Code Explanations: 621-Contracted Services (guest speaker, dj's, security, etc.); 622-Supplies and Materials (training supplies, printing, books, etc.); 623-Communications (postage, advertising, phone charges, etc.); 625-Rentals (equipment, films, meeting rooms, etc.); 628-Other (dues, subscriptions, entertainment such as food/beverage, etc.)

Other Sources of Funding: National Veritas Center Various Hosting Student Groups  
ASUM \$900 approved Philosophy Department

Total Amount Being Requested: \$ 1,246 Total Cost of the Event: \$ 7,500

Group Member Signature: Frederick Cantarine Date: 2/4/19

**For ASUM Use:**

Board on Budget And Finance:

Total Amount Approved: \_\_\_\_\_ Date: \_\_\_\_\_

X: \_\_\_\_\_ Print Name: \_\_\_\_\_

ASUM Senate:

Total Amount Approved: \_\_\_\_\_ Date: \_\_\_\_\_

X: \_\_\_\_\_ Print Name: \_\_\_\_\_



## Confirmation

Client	Reservation:	92884
Jeremy Johnson	Event Name:	Veritas Forum
InterVarsity Christian Fellowship	Status:	Confirmed
Missoula, MT 59803	Phone:	713-702-2410
	Event Type:	Special Event
	Billing Info:	MSP078-62817
	Add'l Billing Info:	MHS823-62817 -\$66.
	Event Coordinator:	Jessica Shaffer
	2nd Contact:	Gillian Ritchie
	Phone:	973-618-6519

### Bookings / Details

#### Monday, February 04, 2019

**8:00 AM - 5:00 PM Mental Health Awareness Week/Veritas (Bid Info Only 2/8/2019) Oval The Oval Signs**

As Is

**7:00 PM - 10:00 PM Veritas Forum: Pursuit of Wholeness (Confirmed) 3rd/Ballrm N & S**

Reserved: 4:00 PM - 11:30 PM

See Diagram for 623

	Quantity	Price	Amount
Room Charge:	1	\$931.00	\$931.00
Less 100% Discount			-\$931.00

#### Remarks:

Client will want in room to set up at 5pm.

#### Equipment:

Chair - Black Chrome <i>lecture style 600, 20 vendor, 3 av.</i>	623		
Chair, Soft <i>soft chairs on stage for panel discussion. please have matching leather chairs with no tablets.</i>	3		
Stage -Metal Folding <i>8 x 20, 1 for filming platform</i>	6	\$10.00	\$60.00
Less 100% Discount			-\$60.00
Screens, Ballroom Mounted <i>Less 100% Discount</i>	2	\$20.00	\$40.00
Less 100% Discount			-\$40.00
Table - 6' X 30" <i>4 vendor, 1 av</i>	5		
Lectern <i>off to the right of the chairs</i>	1		

#### Setup Fee:

Ballroom - d <i>401-650+ Chairs, 51-70+ Tables</i>	1	\$250.00	\$250.00
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#### UC Audio & Lighting Referral:

7:00 PM - 8:30 PM Referral

V Projector - Mounted	2	\$60.00	\$120.00
V Laptop	1	\$25.00	\$25.00

**Bookings / Details**

Quantity

Price

Amount

*on tech table, client will use their own laptop to have the powerpoints on. toggle back and forth from hdmi to hdmi.*

A Wireless Mic 1 \$25.00 \$25.00

*moderator mic can sit on soft chair. lapel mic.*

A Additional Mic/DI 5 \$8.00 \$40.00

*(2) lapel mic for each professor, laptop sound, 2 audience mics on boom sticks in aisles.*

L Basic Lighting (2-6 lights, dimmer) 1 \$38.00 \$38.00

*stage wash*

PS - Production Specialist 5 \$35.00 \$175.00

*actual event time 7-8:30pm (official program using mics). post forum gathering is 8:30pm-10pm, techs not needed during that time).*

*first tech to operate sound board & help with presentation transitions.  
second tech to help operate cameras.*

*labor estimate: 5:30pm-9:30pm. tech check 6:15pm  
2nd labor billed in separate reservation #94952*

*<<https://youtu.be/OPJSj9TzQ3s>>*

*link to welcome video.  
power point presentations will be given to us by Friday at the latest.*

John Lead 1

V Video Camera 1 \$38.00 \$38.00

*side angle, back of room angle. back of room can be stationary.*

V Video SD Card for Recordings 1 \$20.00 \$20.00

*\$20.00 per (1) 16GB Card.*

*No charge if card is returned to MT Event Services within 7 days of event.*

*One 16 GB Card = 4 hours of filming. \$20 per card.*

*MP4 File unless otherwise requested. HD quality needs to be requested ahead of time and will take more memory cards.*

A Press Box (Mult Box) 1 \$35.00 \$35.00

*Less 50% Discount*

*-\$17.50*

*Used for when Press, Video needs multiple sound outputs.*

**8:30 PM - 10:00 PM Veritas Post Forum After Party (Confirmed) 3rd/Grand Foyer**

Miscellaneous for 100

Room Charge: 1 \$207.00 \$207.00

*Less 100% Discount*

*-\$207.00*

Equipment:

Table, Bistro 6

*tall & skinny*

Table - 6' X 30" 10

*3 catering, 7 vendor*

Chair, Soft 9

*arranged in conversation pods. See diagram.*

Catering:

7:00 PM - 10:00 PM Beverage Service for 400

\*\*\*CATERING TO BE SETUP BY 6:45PM\*\*\* 1

*LOCATION IN UC GRAND FOYER  
CLIENT TO ARRANGE FOR TABLES  
CLEAN AT 10PM*

Coffee/Cravens 1 \$15.00 \$15.00

*Less 10% Discount\**

*-\$1.50*

*1 Gallon Serves 10-12 People*

*Regular*

**Bookings / Details**

	Quantity	Price	Amount
Hot Chocolate	1	\$18.00	\$18.00
Less 10% Discount*			-\$1.80
<i>1 Gallon Serves 10-12 People</i>			
Tea/Bags	19	\$1.00	\$19.00
Less 10% Discount*			-\$1.90
<i>Individual TAZO Tea Bags With Hot Water</i>			
Paper Service	30		
<i>Paper service is included with all orders at no charge.</i>			

**Tuesday, February 05, 2019**

**8:00 AM - 5:00 PM Mental Health Awareness Week/Veritas (Bid Info Only 2/8/2019) Oval The Oval Signs**

As Is

**10:30 AM - 12:00 PM Brunch with the Experts (Confirmed) 1st/Atrium North**

Reserved: 10:00 AM - 12:30 PM

See Diagram for 26

Room Charge:	1	\$130.00	\$130.00
Less 100% Discount			-\$130.00

**Equipment:**

Table - 6' X 30"	4		
<i>panel tables with three chairs each. please cloth and skirt. 2 catering tables along the rock planter across from asum offices.</i>			
Chair - Black Chrome	26		
<i>audience facing the market 20 in audience, 6 at panel tables</i>			
Tablecloths - 8' Tables Burgundy	2	\$3.50	\$7.00
Less 100% Discount			-\$7.00
<i>cloth and skirt.</i>			
Table Skirting	2		
<i>255 feet of skirting=(20) 10' and (5) 11'</i>			
Setup Fee:			
Set-up Fee UC Rooms with Catering	1	\$35.00	\$35.00
<i>Set-up, Teardown, Clean Always applied when catering is ordered in a room</i>			

**Catering:**

10:30 AM - 12:00 PM Snacks for 50			
<b>***CATERING TO BE SETUP BY 10:15AM***</b>			
<i>LOCATION IN UC NORTH ATRIUM CLIENT TO ARRANGE FOR TABLES CLEAN AT 12PM</i>			
Fruit Fresh Cut	30	\$3.00	\$90.00
Less 10% Discount*			-\$9.00
<i>Per person 3 oz</i>			
Coffee/Cravens	2	\$15.00	\$30.00
Less 10% Discount*			-\$3.00
<i>1 Gallon Serves 10-12 People</i>			
<i>Regular</i>			
Tea/Bags	19	\$1.00	\$19.00
Less 10% Discount*			-\$1.90
<i>Individual TAZO Tea Bags With Hot Water</i>			
Paper Service	50		
<i>Paper service is included with all orders at no charge.</i>			

UC Audio & Lighting Referral:

**Bookings / Details**

	Quantity	Price	Amount
10:30 AM - 12:00 PM Referral			
A Basic Portable (2 mains, 2 inputs) <i>input 1: mic. input 2: mic. see diagram for tank &amp; speaker placement. client will want to play background music.</i>	1	\$70.00	\$70.00
John Lead	1		
PS - Production Specialist <i>actual event time: 10:30am-12pm. labor tech estimate: 9:30am-1pm.</i>	3.5	\$35.00	\$122.50

**Wednesday, February 06, 2019**

**8:00 AM - 5:00 PM Mental Health Awareness Week/Veritas (Bid Info Only 2/8/2019) Oval The Oval Signs**

As Is

**Thursday, February 07, 2019**

**8:00 AM - 5:00 PM Mental Health Awareness Week/Veritas (Bid Info Only 2/8/2019) Oval The Oval Signs**

As Is

**7:00 PM - 9:00 PM Veritas Forum:Happiness without God? (Confirmed) 3rd/Theater**

Reserved: 6:00 PM - 10:00 PM

Miscellaneous for 288

Room Charge:	1	\$414.00	\$414.00
Less 100% Discount			-\$414.00

Equipment:

Chair, Soft <i>matching leather ones up front with no tablets. for discussion</i>	3		
Lectern <i>formoderator</i>	1		
Barrier - Post/ Web <i>section off the front section to keep everyone in the front area. guest will move back as seating fills.</i>	4		

Setup Fee:

UC Theater <i>Custodial Fee</i>	1	\$50.00	\$50.00
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UC Audio & Lighting Referral:

7:00 PM - 9:00 PM Referral			
A Wireless Mic <i>handheld mic - moderater</i>	1	\$25.00	\$25.00
V Video Camera	1	\$38.00	\$38.00
V Video SD Card for Recordings <i>\$20.00 per (1) 16GB Card. No charge if card is returned to MT Event Services within 7 days of event.</i>	1	\$20.00	\$20.00

*One 16 GB Card = 4 hours of filming. \$20 per card.*

*MP4 File unless otherwise requested. HD quality needs to be requested ahead of time and will take more memory cards.*

A Additional Mic/DI <i>sound feed to camera, 2 lapel mics for speakers answering questions, 1 audience mic on boom stick for runner to get out to audience</i>	4	\$8.00	\$32.00
PS - Production Specialist <i>actual event time: 7-8:30pm, tech estimate: 5:30-9:00pm.</i>	3.5	\$35.00	\$122.50

**Friday, February 08, 2019**

**8:00 AM - 5:00 PM Mental Health Awareness Week/Veritas (Bid Info Only 2/8/2019) Oval The Oval Signs**

As Is

Catering	\$171.90
Equipment	\$0.00
Room Charge	\$0.00

Bookings / Details

	Quantity	Price	Amount
Setup Fee			\$335.00
UC Audio & Lighting Referral			\$928.50
Subtotal			\$1,435.40
Catering Service Charge-16% (16%)			\$27.50
Catering Service Charge-0% (0%)			
Grand Total			\$1,462.90

\*10 days

When scheduling space in the UC, every effort is made to guarantee specific rooms. However, on occasion it may become necessary to move a group to a different room in order to accommodate all building users. This does not mean your reservation will be cancelled, but that the UC reserves the right to relocate your meeting to a different room when only necessary. Whenever possible, all parties involved in the reassignment will be notified prior to the event and appropriate signage will be provided and posted by the UC.