**Date:** 7/28/2014

**BSU Event Proposal**

**Name of Event**: BSU Honors

**Proposed Date**: April 2014

**Time and Place**: Fairlane Center Quad E 6-9pm

**Contact Person:** Jerel Jones- jerelj@umich.edu
 Theresa Sommerville – tsommerv@umich.edu

**Co-Sponsoring Organizations**: N/A

**Purpose of Event**: The purpose of this event is the showcase the accomplishments of the Black Student Union for the 2014-2015 semester. This event will also showcase the faculty/staff that has been instrumental in assisting BSU with programs, events, etc.

**Please outline the event (If I am a guest, what would I experience)**:

Guests will arrive and be seated by the Black Student Union E Board. Dinner will be served followed by the awards ceremony.

**To Do List (what needs to be done to plan and execute this event)**:

1. Finalize date/time

2. Book room

3. Finalize Budget

4. Contact trophy company for a quote

**Budget (please outline an approximate budget for your event):**

|  |  |  |
| --- | --- | --- |
| **Service** | **Vendor** | **Cost** |
| Trophies | Things Remembered | $200 |
| Food | Picasso  | $1000 |
| Black Certificate Frames | Dollar Tree | $25 |
| Decorations | Dollar Tree | $50 |

\*\*All prices are tentative for the moment and subject to change.