

2020 Women's Suffrage Centennial Commemorative Event
Washington State Capitol
August 22, 2020

Existing Budget: There are no existing budgeted funds for this event because the current appropriation expires June 30, 2020. We have submitted a supplemental budget request to support the Centennial Coordinator position from July 1, 2020 – September 1, 2020, and for the August event at the capital. If this is not funded, we will need to cover costs through fundraising.

Draft Budget:

Expense	Per Unit Cost	Total Cost
Site/Stage Costs		
Stage Tent (30 x 40)	\$1500 including set up/take down, 3 walls	\$1506
Stage and stairs (24' x 16')	\$867 includes set-up/take down and skirt	\$867
10 x 10 Sponsor Tents	\$65 x 25(?) + \$200 flat for delivery	\$1825
6 ft tables	25 x \$11	\$275
Port-a-potties	\$150 x 4	\$600
Sound system	\$1500	\$1500
Generator/power	\$150/day	\$300
Seating	\$1.50 x 300 + \$210 set up/take down	\$660
Garbage Collection	\$750 (\$216 box + garbage fees, free drop off/pickup)	\$750
Entertainment		
Stage Performers	\$500 x 4; + \$3000	\$5000
Roaming performers	\$300 x 2	\$600
Inflatables/Activities	\$300 x 2	\$600
Speakers	\$200 x 2	\$400
Food		
Food Trucks	\$0 x 5	\$0
Hand-washing stations	\$250 x 1	\$250

Personnel		
Day-of event manager/Event planning	WSHS in-kind	\$7500
Sound engineer	Included in sound system rental costs	\$0
Security personnel	\$85 per hour (6hrs) x 2 (Capitol Services)	\$1020
Advertising		
Social Media	\$100	\$100
Radio	\$2500	\$2500
Print - Posters	\$900	\$900
Newspaper	\$3000	\$3000
Printed Materials	\$1000	\$1000
Signage	\$1200	\$1200
Permits	\$500	\$500
Commemorative give-aways	\$500	\$500
Contingency	\$5000	\$5000
TOTAL		\$38,353