

IMMEDIATE NEED REQUEST

2017 - 2018

Approved in Cabinet 5/1/18

Bill Smoggin



Requested by: Event Services		
		Date to VP: May 1, 2018
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Event Services	<i>[Signature]</i>
		Date to Cabinet May 1, 2018
Division:	Technical Services	<i>[Signature]</i>
Vice President:	Administrative Services	Outcome:

Budget Request(s)		Justification for Request(s)	Funds Requested **			Funding
(List in Priority Order)		An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing	Approved
1.	Increase rental account for Commencement 2018 to provide tents, staging, trucks, and radios for Citizens Bank Arena	Needed to fund a large assembly tent and 800 chairs outside of the arena for students to receive instructions prior to the processional for Commencement. Includes labor to deliver, setup and remove both the tent and the chairs, as well as a forklift and the lower section of the commencement stage inside the arena. Also, a rental truck for equipment, a tractor for the Video Truck, and radios for crew communication in the arena.	\$10,490.00	X		<i>Tent setup outside</i>
	Account Number(s):	11900-900820-563000-645000				
2.	Increase other services account for Commencement 2018 to provide captioning.	We have received a quote from Quick Caption, who handled our captioning last year.	\$1,860.00	X		
	Account Number(s):	11900-900820-589000-645000				
3.	Increase the services budget for Commencement 2018 to provide audio visual equipment, parking, and services for Citizens Bank Arena.	Along with a \$20,000 parking buy-out, we need to pay for engineering and janitorial services, ambulance/EMT, police/fire, security, utilities, equipment operators, audio visual equipment, staging, and catering. This estimate is based on previous quotes and costs from last year.	\$79,475.00	X		<i>Charge for this year everything is no other alternative</i>
	Account Number(s):	11900-900820-561000-645000				
4.	Increase travel account for Commencement 2018 to a hotel room for staff.	Because of the very early hours required for setup, long hours worked, and the distances staff will need to travel, we need hotel accommodations to ensure adequate rest for our lead engineers.	\$200.00	X		<i>Long Beach Engineer office</i>
	Account Number(s):	11900-900820-521000-645000				

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.

\$92,025.00

Commencement 2018 Funding

	Estimate	Current balance	Shortfall
Travel 521000			
Hotel for staff	\$200.00	\$0.00	(\$200.00)
Contracted Services 561000			
Reimbursables	\$41,475.00		
Estimated additional fees	\$18,000.00		
Parking	\$20,000.00		
Total	\$79,475.00	\$0.00	(\$79,475.00)
Rentals 563000			
16 foot truck	\$400.00		
Tractor for Video Truck	\$1,100.00		
Radios	\$900.00		
A-1 Rentals	\$13,060.00		
Total	\$15,460.00	\$4,970.00	(\$10,490.00)
Other Services 589000			
Captioning	\$2,985.00	\$1,125.00	(\$1,860.00)
Grand total			(\$92,025.00)