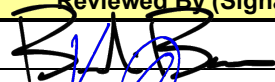
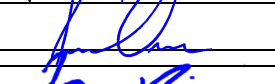



IMMEDIATE NEED REQUEST

2022-23

Requested by: Event Services		
		Date to VP: 5/19/2023
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Brandin Bowman	
Division:	Kevin Owen	
Vice President:	Morris Rodrigue	 5/19/2023
		Date to Cabinet:
		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.	Hourly and Overtime Funding for Campus Events	This is the first fiscal year post pandemic that events have returned with no restrictions and with Hilmer Lodge Stadium and the new Gym and Aquatics Center fully operational. These facilities require exponentially more resources to operate for events. The five 2022 Home Football Games alone cost \$27,687 in labor for Event Services. That is over 35% of the Event Services hourly and overtime budget for the entire year. Additionally, The Ruh Education Center in Heritage Hall is a net new facility that is operated and supported by Event Services. A previous NRA phase 12 one time allocation has been depleted. The Event Services hourly and overtime budget is currently -\$17,686 with labor for many Spring events still outstanding.	45,000.00	X		
	Account Number(s):	11900-670000-231000-683000				
2.						
	Account Number(s):					
3.						
	Account Number(s):					

** 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.