



### 2024-25 Budget Form

<b>Project Name:</b>	2025 Pre-Health Conference
<b>Department:</b>	Minority Association of Premedical Students
<b>Grant Type:</b>	Mini
<b>Project Lead:</b>	Tristan Jafari
<b>Total Requested:</b>	\$4,159
<b>Fiscal Admin Name/Email:</b>	Brendan Chang - brech@uw.edu

Row #	Expense Title / Detail	Unit Cost <i>(if applicable)</i>	# of Units	Total Cost	CSF Funded Item Y/N	Additional Notes
Costs from internal cost centers - intramural - the funds stay within UW.						
1	HUB Reservation	\$4,158.83	1	\$4,158.83	Select	HUB Quote Attached Below
2		\$0.00	0	\$0.00	Select	
3		\$0.00	0	\$0.00	Select	
4		\$0.00	0	\$0.00	Select	
5		\$0.00	0	\$0.00	Select	
<b>Category Title (if applicable)</b>						
6		\$0.00	0	\$0.00	Select	
7		\$0.00	0	\$0.00	Select	
8		\$0.00	0	\$0.00	Select	
9		\$0.00	0	\$0.00	Select	
10		\$0.00	0	\$0.00	Select	
<b>Category Title (if applicable)</b>						
11		\$0.00	0	\$0.00	Select	
12		\$0.00	0	\$0.00	Select	
13		\$0.00	0	\$0.00	Select	
14		\$0.00	0	\$0.00	Select	
15		\$0.00	0	\$0.00	Select	
<b>Category Title (if applicable)</b>						
16		\$0.00	0	\$0.00	Select	
17		\$0.00	0	\$0.00	Select	
18		\$0.00	0	\$0.00	Select	
19		\$0.00	0	\$0.00	Select	
20		\$0.00	0	\$0.00	Select	
<b>Total Requested</b>				<b>\$ 4,158.83</b>		



HUB EVIS

HUB Event & Information Services
Seattle WA 98195-2230
(206) 543-8191
hubres@uw.edu

Quote

Event: E6143

Table with 2 columns: Organization, Event Name. Row 1: Minority Association of Pre-Medical Students at UW, UW MAPS Pre-Health Conference.

Table with 4 columns: Contact, Type, Email, Phone. Rows include Nidhi Ashani, Brendan Chang, and Ben Ackmann.

Thank you for choosing the Husky Union Building (HUB) for your meeting and event needs!

This quote has been created based upon the information that was provided. If changes are needed, please return a signed copy of the quote to the HUB along with a list of the desired updates.

Cash, check and credit card payments are due once the event has occurred. If applicable, the budget work tag will be charged after the event. Payments can be made online at this link, in person, or over the phone.

Annual rate increases will be posted by January 30 and go into effect July 1. Personnel rates will increase by 3% annually. The cost of this reservation may increase depending on the event date.

Table with 4 columns: Qty., Resource, Price, Amount. Row 1: Sat, Apr 26, 2025 8:00 AM - 6:00 PM HUB, 145, Quoted

Room Diagram

Room Charge 10 hr. at \$19.50/hour \$195.00

Room Setup Custom: Lecture for 52

Deadlines

- 1 Signature Required: Return a copy of the quote document with the signature of a listed event contact (see last page) no later than: [11/8/2024]
1 Food Service Information: Advise if food or alcohol will be served for this event and where it will be obtained by the following date: [2/28/2025]
1 Ticket Sales Plan: Provide a detailed description of the admission fee/ticket sales plan for this event, including how and when tickets will be sold no later than: [2/28/2025]
1 Cancellation Deadline: Please submit a cancellation for any event bookings no later than [3/14/2025]

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
	or via an email to hubres@uw.edu. . ***		
1	AV, Sound, and Light Plan: Provide a description of the AV, sound, and lighting needs for this event no later than: ----- [3/21/2025] ----- . ***		
1	Confirm Room Access Time: Confirm reserved room access times as listed on the quote are accurate by the date listed below. Reservation times must include any deliveries and setup/cleanup from all involved parties, including vendors and rental companies (such as catering, furnishings, florists, decorators, etc.). ----- [3/21/2025] ----- Latest possible room access time is 12am, and additional teardown/cleanup time can be reserved for the following day. . ***		
1	Ticket Sale Request Form: Complete and return the Ticket Sales Request form ( <a href="https://hub.washington.edu/about/in-the-hub/hub-ticket-office/">https://hub.washington.edu/about/in-the-hub/hub-ticket-office/</a> ) no later than: ----- [3/21/2025] ----- . ***		
1	Schedule of Event: Provide a detailed schedule for this event no later than: ----- [3/28/2025] ----- Please make sure to include the following (where applicable): setup times, vendor/delivery times, sound checks, ticket sales, door open, event start, session times & locations, event end, and cleanup. . ***		
1	Supplies and Equipment Being Brought: Provide a list of any equipment, furnishings, supplies, or other items not provided by the HUB that will be brought for this event by the following date: ----- [3/28/2025] ----- Examples include laptops, cameras, catering supplies, handouts, etc. The HUB must approve all items in advance. . ***		
1	UUF Form Required: Visit <a href="https://uwspecialprograms.org/uuf-info/">https://uwspecialprograms.org/uuf-info/</a> for more information and to begin the process by the following date: ----- [3/28/2025] ----- . ***		
1	Youth Program Registration: Student Organizations & Off-Campus Groups: Complete the Youth Program Registration Form no later than: ----- [3/28/2025] ----- <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=W9229j_wGkSZoBYqxQYL0oK1nnYUmYpLhUiUnKnHJC9UQTEzQVMwSktOWUILTkwyMDBHN1pHOUYzMCQIQCN0PWcu">https://forms.office.com/Pages/ResponsePage.aspx?id=W9229j_wGkSZoBYqxQYL0oK1nnYUmYpLhUiUnKnHJC9UQTEzQVMwSktOWUILTkwyMDBHN1pHOUYzMCQIQCN0PWcu</a>  Campus Departments: Submit the Youth Program Registration form with the Office of Youth Protection directly, and notify the HUB when it has been completed. . ***		
1	Event Planning Meeting: Schedule an event planning meeting appointment with a HUB staff member by emailing hubres@uw.edu no later than: ----- [3/28/2025] ----- HUB staff are typically able to schedule meetings Monday-Friday 8am-5pm. . ***		
1	Food Permit: Please fill out the UW EH&S Application for a Temporary Food Service Permit no later than: ----- [3/28/2025] -----		

Qty.	Resource	Price	Amount
	(https://webapps.ehs.washington.edu/public_health/foodpermit/index.php)		
	This form requires a UW NetID to access and complete. If the client does not have a UW NetID, the HUB recommends reaching out to the Use of University Facilities (UUF) sponsor for help completing the form.		
	.***		
1	Final Room Setup and AV Changes:		
	Please request any reservation updates no later than ----- [4/11/2025] ----- Changes after this date to event bookings may not be possible, and requested changes are subject to staffing and equipment availability.		
	Please be advised that changes requested after this date will incur an express fee in addition to any event costs.		
	.***		
	<b>Cleaning/Maintenance Fee</b>		
1	Cleaning/Maintenance Fee - Large Room	\$52.75/unit	\$52.75
	<b>Equipment Options</b>		
1	Meeting Room Audio Visuals		
	Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. **Please note, our in house system has experienced difficulties connecting to Mac products from 2015-2019; they may produce images that are unclear, discolored, or may not project at all. We advise bringing in an alternate display to connect**		
1	Microphone - Wireless - Mtg.		
	Included with room, must be requested in advance.		
2	Clip Stand		
	Used to display signage. Special Instructions: 2 included with reservation, additional incur fees.		
	<b>Furnishing Options</b>		
2	Table (6') - Head Tables		
	2 chairs included with each head table.		
2	Table (6')	\$14.00/unit, \$28.00 discount	\$0.00
	Can be used for registration, display, exhibit or refreshments. Special Instructions: 2 included with reservation, additional incur fees.		
52	Chairs	\$1.00/unit, \$36.40 discount	\$15.60
	<b>Personnel 8:00 AM to 6:00 PM</b>		
1	Event Representative	10 hr. at \$34.50/hour	\$345.00
	The Event Representative will be your point of contact on behalf of the HUB for the entirety of your event. They are available to answer questions about the facility, help keep the room safe and operational, and provide hands on assistance with the HUB's equipment (for example, AV troubleshooting, assistance with moving larger furniture, etc). Special Instructions: Float between meeting rooms		

Sat, Apr 26, 2025 8:00 AM - 6:00 PM HUB, 160 - Lyceum Quoted

Room Diagram

	Room Charge	10 hr. at \$20.25/hour	\$202.50
	<b>Room Setup Custom: Exhibit for 41</b>		
	<b>Cleaning/Maintenance Fee</b>		
1	Cleaning/Maintenance Fee- Major Space	\$63.25/unit	\$63.25
	<b>Equipment Options</b>		
1	Lighting - House		

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
	Pre-set house lighting. Does not include a stage wash		
1	PA - House		
	Standard PA system, appropriate for spoken word, brief videos and light pre-recorded background music.		
1	Lectern - Standing		
	Wooden lectern with transparent HUB plaque. Microphone available upon request.		
1	Microphone - Wired - Lectern		
	Microphone built into lectern.		
1	Microphone - Wireless Handheld - Lyceum	\$64.25/unit	\$64.25
	Placed on a floor stand.		
1	Projector, Video/Data - Built-In	\$77.25/unit	\$77.25
	Installed data projector with screen. HDMI or VGA connections available.		
5	Clip Stand		
	Used to display signage. Special Instructions: 5 included with reservation, additional incur fees.		
<b>Furnishing Options</b>			
5	Table (3' x 3') - Lyceum Foyer Tables		
	Four chairs per table.		
5	Table (6')	\$14.00/unit, \$70.00 discount	\$0.00
	Can be used for registration, display, exhibit or refreshments. Special Instructions: 5 included with reservation, additional incur fees.		
36	Table (6')	\$14.00/unit	\$504.00
	Can be used for registration, display, exhibit or refreshments.		
82	Chairs	\$1.00/unit	\$82.00
	2 per exhibit table		
<b>Personnel 8:00 AM to 6:00 PM</b>			
1	Event Representative	10 hr. at \$34.50/hour	\$345.00
	The Event Representative will be your point of contact on behalf of the HUB for the entirety of your event. They are available to answer questions about the facility, help keep the room safe and operational, and provide hands on assistance with the HUB's equipment (for example, AV troubleshooting, assistance with moving larger furniture, etc). Special Instructions: Float between Lyceum and street		

**Sat, Apr 26, 2025 8:00 AM - 6:00 PM HUB, 160F - First Floor Food Staging Area** **Quoted**

Room Charge	\$42.00	\$42.00
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**Room Setup Standard: As Is for 10**

**Sat, Apr 26, 2025 8:00 AM - 6:00 PM HUB, 1st Floor Main Street** **Quoted**

[Room Diagram](#)

Room Charge	10 hr. at \$26.25/hour	\$262.50
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**Room Setup Standard: As Is for 50**

**Cleaning/Maintenance Fee**

1	Cleaning/Maintenance Fee- Major Space	\$63.25/unit	\$63.25
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**Equipment Options**

5	Clip Stand		
	Used to display signage. Special Instructions:		

Qty.	Resource	Price	Amount
	5 included with reservation, additional incur fees.		
<b>Furnishing Options</b>			
23	Table (3' x 3') - First FI Street Tables 2 for check-in		

**Sat, Apr 26, 2025 8:00 AM - 6:00 PM HUB, 214** **Quoted**

[Room Diagram](#)

	Room Charge	10 hr. at \$14.50/hour	\$145.00
<b>Room Setup Custom: Lecture for 64</b>			
<b>Cleaning/Maintenance Fee</b>			
1	Cleaning/Maintenance Fee - Medium Rooms	\$45.25/unit	\$45.25
<b>Equipment Options</b>			
1	Meeting Room Audio Visuals		
	Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. **Please note, our in house system has experienced difficulties connecting to Mac products from 2015-2019; they may produce images that are unclear, discolored, or may not project at all. We advise bringing in an alternate display to connect**		
1	Microphone - Wireless - Mtg.		
	Included with room, must be requested in advance.		
<b>Furnishing Options</b>			
2	Table (6') - Head Tables		
	2 chairs included with each head table.		
2	Table (6')	\$14.00/unit, \$28.00 discount	\$0.00
	Can be used for registration, display, exhibit or refreshments. Special Instructions: 2 included with reservation, additional incur fees.		
64	Chairs	\$1.00/unit, \$44.80 discount	\$19.20

**Sat, Apr 26, 2025 8:00 AM - 6:00 PM HUB, 250** **Quoted**

[Room Diagram](#)

	Room Charge	10 hr. at \$19.50/hour	\$195.00
<b>Room Setup Custom: Lecture for 120</b>			
<b>Cleaning/Maintenance Fee</b>			
1	Cleaning/Maintenance Fee - Large Room	\$52.75/unit	\$52.75
<b>Equipment Options</b>			
1	Meeting Room Audio Visuals		
	Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. **Please note, our in house system has experienced difficulties connecting to Mac products from 2015-2019; they may produce images that are unclear, discolored, or may not project at all. We advise bringing in an alternate display to connect**		
<b>Furnishing Options</b>			
2	Table (6') - Head Tables		
	2 chairs included with each head table.		
2	Table (6')	\$14.00/unit, \$28.00 discount	\$0.00
	Can be used for registration, display, exhibit or refreshments. Special Instructions: 2 included with reservation, additional incur fees.		
120	Chairs	\$1.00/unit, \$84.00 discount	\$36.00

Qty.	Resource	Price	Amount
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**Sat, Apr 26, 2025 8:00 AM - 6:00 PM HUB, 332** **Quoted**

Room Diagram

	Room Charge	10 hr. at \$19.50/hour	\$195.00
<b>Room Setup Custom: Lecture for 60</b>			
<b>Cleaning/Maintenance Fee</b>			
1	Cleaning/Maintenance Fee - Large Room	\$52.75/unit	\$52.75
<b>Equipment Options</b>			
1	Meeting Room Audio Visuals		
Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. **Please note, our in house system has experienced difficulties connecting to Mac products from 2015-2019; they may produce images that are unclear, discolored, or may not project at all. We advise bringing in an alternate display to connect**			
<b>Furnishing Options</b>			
2	Table (6') - Head Tables		
2 chairs included with each head table.			
2	Table (6')	\$14.00/unit, \$28.00 discount	\$0.00
Can be used for registration, display, exhibit or refreshments. Special Instructions: 2 included with reservation, additional incur fees.			
60	Chairs	\$1.00/unit, \$42.00 discount	\$18.00

**Sat, Apr 26, 2025 8:00 AM - 6:00 PM HUB, 334** **Quoted**

Room Diagram

	Room Charge	10 hr. at \$19.50/hour	\$195.00
<b>Room Setup Custom: Lecture for 84</b>			
<b>Cleaning/Maintenance Fee</b>			
1	Cleaning/Maintenance Fee - Large Room	\$52.75/unit	\$52.75
<b>Equipment Options</b>			
1	Meeting Room Audio Visuals		
Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. **Please note, our in house system has experienced difficulties connecting to Mac products from 2015-2019; they may produce images that are unclear, discolored, or may not project at all. We advise bringing in an alternate display to connect**			
<b>Furnishing Options</b>			
2	Table (6') - Head Tables		
2 chairs included with each head table.			
2	Table (6')	\$14.00/unit, \$28.00 discount	\$0.00
Can be used for registration, display, exhibit or refreshments. Special Instructions: 2 included with reservation, additional incur fees.			
84	Chairs	\$1.00/unit, \$58.80 discount	\$25.20

**Sat, Apr 26, 2025 8:00 AM - 6:00 PM HUB, 337** **Quoted**

Room Diagram

	Room Charge	10 hr. at \$14.50/hour	\$145.00
<b>Room Setup Custom: Lecture for 50</b>			
<b>Cleaning/Maintenance Fee</b>			

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
1	Cleaning/Maintenance Fee - Large Room	\$52.75/unit	\$52.75
<b>Equipment Options</b>			
1	Meeting Room Audio Visuals		
Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. **Please note, our in house system has experienced difficulties connecting to Mac products from 2015-2019; they may produce images that are unclear, discolored, or may not project at all. We advise bringing in an alternate display to connect**			
<b>Furnishing Options</b>			
1	Table (6') - Head Tables		
2 chairs included with each head table.			
1	Table (6')	\$14.00/unit, \$14.00 discount	\$0.00
Can be used for registration, display, exhibit or refreshments. Special Instructions: 2 included with reservation, additional incur fees.			
50	Chairs	\$1.00/unit, \$35.00 discount	\$15.00

**Sat, Apr 26, 2025 8:00 AM - 6:00 PM HUB, 340** **Quoted**

**Room Diagram**

Room Charge	10 hr. at \$14.50/hour	\$145.00	
<b>Room Setup Custom: Lecture for 40</b>			
<b>Cleaning/Maintenance Fee</b>			
1	Cleaning/Maintenance Fee - Large Room	\$52.75/unit	\$52.75
<b>Equipment Options</b>			
1	Meeting Room Audio Visuals		
Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. **Please note, our in house system has experienced difficulties connecting to Mac products from 2015-2019; they may produce images that are unclear, discolored, or may not project at all. We advise bringing in an alternate display to connect**			
<b>Furnishing Options</b>			
1	Table (6') - Head Tables		
2 chairs included with each head table.			
2	Table (6')	\$14.00/unit, \$28.00 discount	\$0.00
Can be used for registration, display, exhibit or refreshments. Special Instructions: 2 included with reservation, additional incur fees.			
40	Chairs	\$1.00/unit, \$28.00 discount	\$12.00
		Subtotal	\$3,768.75
		Sales Tax 10.35%	\$390.08
		<b>Total</b>	<b>\$4,158.83</b>

THANK YOU FOR CHOOSING THE HUSKY UNION BUILDING (HUB) FOR THIS EVENT.

PLEASE SIGN THIS DOCUMENT AND RETURN BY THE LISTED DUE DATE.

Only the primary or secondary contact's signature will be accepted. Changes to the reservation are not accepted until the signed document has been returned.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Name (please print):** \_\_\_\_\_

By signing and approving the document, the client agrees to follow all applicable HUB policies and to meet all listed deadlines by the given due dates.

Returning a signed copy of this document does not preclude future requests for changes. Failure to return the document with a signature by the listed deadline may result in cancellation of this reservation.