



2025-26 Budget Form

Project Name: 2026 Pre-Health Conference (PHC)
Grant Type: Mini

Purpose of the Budget
Clearly outline all funding sources and expenses to provide a complete financial picture of the project. Specify which parts of the project are funded by other sources and which are requested from CSF. Since CSF votes on specific budget line items, ensure clarity on what you are asking CSF to fund.
Notes
If requesting compensation, include salary overhead and review the Fringe benefit load rate information from UW Finance . Please include sales tax. In the notes section, explain any applicable charges incurred by students (e.g., event ticket revenue).

Row #	Expense Title / Detail	Unit Cost <i>(if applicable)</i>	# of Units	Total Cost	CSF Funded Item Y/N	Additional Notes
Category Title (if applicable)						
1	HUB Reservation	\$4,220.05	1	\$4,220.05	Yes	Quote is attached below! Please let me know if you have any questions (shubhamb@uw.edu)!
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	
Category Title (if applicable)						
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	
Category Title (if applicable)						
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	
Category Title (if applicable)						
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	
				Total Cost	CSF Funded Cost	
Total Project Budget				\$ 4,220.05	\$ 4,220.05	<i>*these amounts will auto populate based on your selection in column f</i>

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
	equipment availability. Please be advised that changes requested after this date will incur an express fee in addition to any event costs. .***		
1	AV, Sound, and Light Needs: Provide a description of the AV, sound, and lighting needs for this event no later than: ----- 02/27/2026 ----- .***		
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.). ----- 02/27/2026 ----- Latest possible room access time is 12am, and additional teardown/cleanup time can be reserved for the following day. .***		
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: ----- 02/27/2026 ----- Additional permits and approvals may be required. .***		
1	Schedule of Event: Provide a detailed schedule for this event no later than: ----- 03/12/2026 ----- 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: ----- 03/12/2026 ----- Examples include laptops, cameras, catering supplies, handouts, etc. The HUB must approve all items in advance. .***		
1	Exhibitor Details: Use the link below to download a copy of the Exhibitor Details Spreadsheet and provide a complete list of all items that exhibitors/vendors are bringing to your event. Please return the completed form to hubres@uw.edu by the following date: ----- 03/12/2026 ----- https://uwnetid.sharepoint.com/:x:/s/og_hub_evis/EXCHHhJ2LWRFvGXUCjKJ7ZEBiYchzJEzcyefOesroZEqxA .***		
1	UUF Form Required: Visit https://uwspecialprograms.org/uuf-info/ for more information and to begin the process by the following date: ----- 03/12/2026 ----- .***		
1	Ticket Sale Request Form: Use the link below to complete the Ticket Sales Request form no later than: ----- 03/12/2026 ----- https://forms.office.com/Pages/ResponsePage.aspx?id=W9229i_wGkSZoBYqxQYL0oK1nnYUmYpLhUiUnKnHJC9UNU9RODBMM1ZIRFhPREgwN0tXOE9CS1BXSSQIQCN0PWcu .***		
1	Youth Program Registration:		

Qty.	Resource	Price	Amount
	<p>Student Organizations & Off-Campus Groups: Complete the Youth Program Registration Form no later than: ----- 03/12/2026 ----- https://forms.office.com/Pages/ResponsePage.aspx?id=W9229i_wGkSZoBYqxQYL0oK1nnYUmYpLhUiUnKnHJC9UQTEzQVMwSktOWUILTkwyMDBHN1pHOUYzMCQIQCN0PWcu</p> <p>Campus Departments: Submit the Youth Program Registration form with the Office of Youth Protection directly, and notify the HUB when it has been completed.</p> <p>. ***</p>		
1	<p>Event Planning Meeting:</p> <p>Schedule an event planning meeting appointment with a HUB staff member by emailing hubres@uw.edu no later than: ----- 03/12/2026 ----- HUB staff are typically able to schedule meetings Monday-Friday 8am-5pm.</p> <p>. ***</p>		
1	<p>Food Permit:</p> <p>Please fill out the UW EH&S Application for a Temporary Food Service Permit no later than: ----- 03/27/2026 ----- (https://webapps.ehs.washington.edu/public_health/foodpermit/index.php)</p> <p>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.</p> <p>. ***</p>		

Equipment Options

1	Assisted Listening Devices		
1	Meeting Room Audio Visuals		
	<p>Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. *HUB Meeting Room event spaces & AV systems are not compatible with live musical performance or other performance audio. The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive. **Connections via HDMI to Mac products may sometimes encounter display issues.</p>		
1	Microphone - Wireless - Mtg.		
	Included with room, must be requested in advance.		
1	Microphone - Wired	\$13.50/unit	\$13.50
	Can be placed on tabletop or floor stand.		

Furnishing Options

50	Chairs	\$1.00/unit, \$20.00 discount	\$30.00
	For Custom Lecture Set		
2	Table (6')	\$14.50/unit, \$29.00 discount	\$0.00
	2 included with room. Addt'l will incur fees.		
2	Table (6') - Head Tables		
	2 chairs included with each head table.		

Sat, Apr 11, 2026 8:00 AM - 3:00 PM HUB, 337 Confirmed

[Click Here for Room Diagram](#)

Room Charge	7 hr. at \$15.00/hour	\$105.00
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Room Setup Custom: Lecture for 50

Equipment Options

1	Assisted Listening Devices		
1	Meeting Room Audio Visuals		
	<p>Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. *HUB Meeting Room event spaces & AV systems are not compatible with live musical performance or other</p>		

Qty.	Resource	Price	Amount
	performance audio. The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive. **Connections via HDMI to Mac products may sometimes encounter display issues.		
1	Microphone - Wireless - Mtg. Included with room, must be requested in advance.		
1	Microphone - Wired Can be placed on tabletop or floor stand.	\$13.50/unit	\$13.50
Furnishing Options			
50	Chairs For Custom Lecture Set	\$1.00/unit, \$20.00 discount	\$30.00
1	Table (6') 2 included with room. Addt'l will incur fees.	\$14.50/unit, \$14.50 discount	\$0.00
1	Table (6') - Head Tables 2 chairs included with each head table.		

Sat, Apr 11, 2026 8:00 AM - 5:00 PM HUB, 145 Confirmed

[Click Here for Room Diagram](#)

Room Charge 9 hr. at \$20.00/hour \$180.00

Room Setup Custom: Banquet - Rounds for 64

Equipment Options

1	Assisted Listening Devices		
1	Meeting Room Audio Visuals Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. *HUB Meeting Room event spaces & AV systems are not compatible with live musical performance or other performance audio. The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive. **Connections via HDMI to Mac products may sometimes encounter display issues.		
1	Microphone - Wireless - Mtg. Included with room, must be requested in advance.		
1	Microphone - Wired Can be placed on tabletop or floor stand.	\$13.50/unit	\$13.50

Furnishing Options

64	Chairs For banquet set	\$1.00/unit, \$25.60 discount	\$38.40
2	Table (6') 2 included with room. Addt'l will incur fees.	\$14.50/unit, \$29.00 discount	\$0.00
2	Table (6') - Head Tables 2 chairs included with each head table.		
8	Table (5') - Banquet Round Eight chairs per table.	\$9.75/unit, \$31.20 discount	\$46.80

Personnel 8:00 AM to 5:00 PM

1	Event Representative 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: * For all the meeting rooms	9 hr. at \$36.25/hour	\$326.25
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Sat, Apr 11, 2026 8:00 AM - 5:00 PM HUB, 214 Confirmed

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
	Room Charge	9 hr. at \$15.00/hour	\$135.00
Room Setup Custom: Lecture for 50			
Equipment Options			
1	Assisted Listening Devices		
1	Meeting Room Audio Visuals		
	Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. *HUB Meeting Room event spaces & AV systems are not compatible with live musical performance or other performance audio. The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive. **Connections via HDMI to Mac products may sometimes encounter display issues.		
1	Microphone - Wireless - Mtg.		
	Included with room, must be requested in advance.		
1	Microphone - Wired	\$13.50/unit	\$13.50
	Can be placed on tabletop or floor stand.		
Furnishing Options			
50	Chairs	\$1.00/unit, \$20.00 discount	\$30.00
	For Custom Lecture Set		
2	Table (6')	\$14.50/unit, \$29.00 discount	\$0.00
	2 included with room. Addt'l will incur fees.		
2	Table (6') - Head Tables		
	2 chairs included with each head table.		

Sat, Apr 11, 2026 8:00 AM - 5:00 PM HUB, 250 Confirmed

[Click Here for Room Diagram](#)

	Room Charge	9 hr. at \$20.00/hour	\$180.00
Room Setup Custom: Banquet - Rounds for 64			
Equipment Options			
1	Assisted Listening Devices		
1	Meeting Room Audio Visuals		
	Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. *HUB Meeting Room event spaces & AV systems are not compatible with live musical performance or other performance audio. The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive. **Connections via HDMI to Mac products may sometimes encounter display issues.		
1	Microphone - Wireless - Mtg.		
	Included with room, must be requested in advance.		
1	Microphone - Wired	\$13.50/unit	\$13.50
	Can be placed on tabletop or floor stand.		
Furnishing Options			
64	Chairs	\$1.00/unit, \$25.60 discount	\$38.40
	For banquet set		
2	Table (6')	\$14.50/unit, \$29.00 discount	\$0.00
	2 included with room. Addt'l will incur fees.		
2	Table (6') - Head Tables		
	2 chairs included with each head table.		
8	Table (5') - Banquet Round	\$9.75/unit, \$31.20 discount	\$46.80

Qty.	Resource	Price	Amount
	Eight chairs per table.		

Sat, Apr 11, 2026 8:00 AM - 5:00 PM HUB, 332 **Confirmed**

[Click Here for Room Diagram](#)

	Room Charge	9 hr. at \$20.00/hour	\$180.00
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Room Setup Custom: Banquet - Rounds for 48

Equipment Options

1	Assisted Listening Devices		
1	Meeting Room Audio Visuals		
	Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. *HUB Meeting Room event spaces & AV systems are not compatible with live musical performance or other performance audio. The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive. **Connections via HDMI to Mac products may sometimes encounter display issues.		
1	Microphone - Wireless - Mtg.		
	Included with room, must be requested in advance.		
1	Microphone - Wired	\$13.50/unit	\$13.50
	Can be placed on tabletop or floor stand.		

Furnishing Options

48	Chairs	\$1.00/unit, \$19.20 discount	\$28.80
	For banquet set		
2	Table (6')	\$14.50/unit, \$29.00 discount	\$0.00
	2 included with room. Addt'l will incur fees.		
2	Table (6') - Head Tables		
	2 chairs included with each head table.		
6	Table (5') - Banquet Round	\$9.75/unit, \$23.40 discount	\$35.10
	Eight chairs per table.		

Sat, Apr 11, 2026 8:00 AM - 5:00 PM HUB, 340 **Confirmed**

	Room Charge	9 hr. at \$15.00/hour	\$135.00
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Room Setup Standard: Open Space for 50

Furnishing Options

1	HUB Open Space Furnishings		
	Open Space rooms come with 1-2 head tables, 2 additional 6ft rectangles, plus stacks of chairs. Stacks of Chairs (0) Ten chairs per stack. Please re-stack after use		
	Table (6') (2)	\$14.50/unit, \$29.00 discount	\$0.00
	Can be used for registration, display, exhibit or refreshments.		
	Table (6') - Head Tables (0)		
	2 chairs included with each head table.		

Sat, Apr 11, 2026 8:00 AM - 6:00 PM HUB, 211A - North Ballroom **Confirmed**

[Click Here for Room Diagram](#)

	Room Charge	10 hr. at \$50.50/hour	\$505.00
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Room Setup Custom: Banquet - Rounds for 240

Cleaning/Maintenance Fee

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
1	Cleaning/Maintenance Fee- Major Space	\$67.00/unit	\$67.00
Equipment Options			
1	PA - House		
	Standard PA system, appropriate for spoken word, brief videos and light pre-recorded background music. *The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive.		
1	Lighting - House		
	Pre-set house lighting. Does not include a stage wash		
1	Lectern - Standing		
	Wooden lectern with transparent HUB plaque. Microphone available upon request.		
1	Microphone - Wired - Lectern		
	Microphone built into lectern.		
2	Projector, Video/Data - Built-In	\$79.75/unit	\$159.50
	Installed data projector with screen. HDMI or VGA connections available.		
Furnishing Options			
5	Table (6')	\$14.50/unit, \$72.50 discount	\$0.00
	Can be used for registration, display, exhibit or refreshments. Special Instructions: 5 included with reservation, additional incur fees.		
30	Table (5') - Banquet Round	\$9.75/unit	\$292.50
	Eight chairs per table.		
244	Chairs	\$1.00/unit	\$244.00
	240 for banquet set, 4 for check-in		
1	Stage - Small	\$37.00/unit	\$37.00
	Each stage section is 6' x 8' x 2'. Includes 1-4 sections.		
Personnel 8:00 AM to 6:00 PM			
1	Event Representative	10 hr. at \$36.25/hour	\$362.50
	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).		

Sat, Apr 11, 2026 8:00 AM - 6:00 PM HUB, 211D - Food Staging Area-North Confirmed

Room Charge	10 hr. at \$14.75/hour	\$147.50
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Room Setup Standard: As Is for 10

Furnishing Options

1	Food Staging Area - Ballroom		
	Includes: - two coffee makers - ice machine with ice carts - water glass filling station - dish scrapping table - pre-rinse and handwashing sinks - two-door rolling and reach in refrigerators - heated plating table - heated drawer		

Food Staging Area and service hallways must be cleaned at the end of reservation. This includes taking all garbage, trash and compost down to dumpsters at the loading dock. Bins must be returned to the Food Staging Area after being emptied.

Sat, Apr 11, 2026 11:00 AM - 3:00 PM HUB, 211B - South Ballroom Confirmed

[Click Here for Room Diagram](#)

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
	Room Charge	4 hr. at \$22.75/hour, \$91.00 min	\$91.00
Room Setup Custom: Exhibit for 60			
Equipment Options			
1	PA - House		
	Standard PA system, appropriate for spoken word, brief videos and light pre-recorded background music. *The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive.		
1	Lighting - House		
	Pre-set house lighting. Does not include a stage wash		
Furnishing Options			
5	Table (6')	\$14.50/unit, \$72.50 discount	\$0.00
	Can be used for registration, display, exhibit or refreshments. Special Instructions: 5 included with reservation, additional incur fees.		
25	Table (6')	\$14.50/unit	\$362.50
	Can be used for registration, display, exhibit or refreshments.		
60	Chairs	\$1.00/unit	\$60.00
Personnel 11:00 AM to 3:00 PM			
1	Event Representative	4 hr. at \$36.25/hour	\$145.00
	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).		
			Subtotal \$4,220.05
			Total \$4,220.05

For any questions or to make changes to this event, please contact HUB Event & Information Services.

Refer to the HUB's website for the [HUB Event Services Terms and Conditions](#), [applicable HUB policies](#), and [additional event resources](#).