TO: Services and Activities Fee Committee  
FROM: Sound Productions  
DATE: February 15, 2011  
SUBJECT: Budget Meeting and Questionnaire

The following questions should be submitted to the Services and Activities Fee Committee 48 hours prior to your budget meeting. EMAIL them to asewufinancevp@ewu.edu or deliver them in hard copy to the Dean of Students Office in PUB 320.

These questions provide the basic information for the Committee to evaluate the request. All questions should be answered to the best of your ability and as completely as possible. Please answer each question individually. Programs may also submit an additional narrative outlining their proposal as well as any materials which will assist the Committee in its deliberations.

Budget Questions

1. Please provide an explanation of how the program plans to spend the budget in each line item of the SAF Allocation Budget Request Form, including an explanation of increases or decreases from the previous year’s request. Items that are vague, such as “contact services” should be clearly explained.

   Salaries: This provides a percentage of the salary and benefits for the student sound technicians.

   Travel: To allow sound technicians to travel to NACA to be part of the sound crew. This is a great professional development opportunity for the students.

   Equipment: The increase in this line item is to replace outdated or broken equipment. Purchase new equipment based upon requests we have received throughout the year. An example would be handless microphones. We would like to develop an equipment replacement program as we anticipate some major purchase in the future such as the replacement of our main sound board and system in the PUB MPR.
Supplies
  • Eagle Entertainment provides printing and copying supplies for this program.

2. How many students utilize the services and activities provided by your program? Describe how statistics are obtained and provide demographics on graduate, undergraduate, male, female or other categories you believe important and relevant to your unit.

Last year we did 100 events on campus with Fall and Spring being our busiest time. Sixty-percent of our sound business comes from university departments or programs and forty-percent comes from student events.

3. Does your program provide employment opportunities for students? Please explain the nature of student employment within your unit, including total FTE and number of students employed.

We currently have five student sound technicians.

4. How do you gauge the effectiveness of the services and activities you provide to students? Is student input collected and used in this process? If your unit has an advisory committee, in what capacity is it involved in your budgeting process?

We are in the process of developing a satisfaction survey to send clients after an event.

5. How do you ensure that student fees do not subsidize non-student uses? If previous requests have included statistical analysis on this point, please provide similar analysis using this year’s demographics.

Our services have a discounted fee for student organizations compared to university departments, and community members. We have compensated events for some student organizations because of their lack of resources.

6. Have alternative (non-S&A Fee) funding sources been pursued to the fullest possible extent? If yes, please elaborate. To what extent does your unit rely on earned income? How much of that revenue is obtained directly from students?

We receive alternative funding sources through the charges we receive from the sound requests.

7. Are there any long-term obligations associated with this funding request? No

8. Was your 2010-2011 S&A Fee allotment increased, decreased or unchanged from the 2009-10 budget? What was the overall impact on your organization and its
ability to serve students? How closely did your actual expenditures align with the budget presented to last year’s Committee?

We are asking for more resources this year because of our intent to develop an equipment replacement plan. We would like the opportunity to carry forward our revenue to create an equipment replacement fund.

9. What is the impact to service to students if your request is not funded or lowered?

Our services will be greatly impacted if we do not have enough sound technicians or the appropriate equipment.

10. What are three new initiatives for future years?

1.) An event satisfaction evaluation
2.) Equipment replacement fund

11. Will you be purchasing T-Shirts and Clothing?
We will be purchasing staff T-shirts/clothing to identify the staff working events.