

# OSU CGS



***The purpose of this document is to propose and create a preliminary budget for committee related projects. Because CGS is responsible for spending student funds, it is essential that CGS has a mechanism to track and reconcile requests for funds.***

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Committee Name

Primary Contact

Term of Request / Year of Request

Event or Project Name

Date (s)

Time(s)

Location(s)

Target Audience

Estimated Audience

Requested Amount (\$)

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Please describe the event and how it relates to the CGS mission?

Please describe your plan for the event's execution (information about volunteers, bookings, speakers, etc.)

Please describe your plan to promote / market the event/ project?:

Event/ Project Budget Breakdown

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Additional Information/ Comments

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When complete, please return this document to the CGS Treasurer ([anderson.2299@osu.edu](mailto:anderson.2299@osu.edu)).

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