

## Activities Night Fall 2023

Event is 2 nights, Sept 13-14  
Fieldhouse booked all day

Event is from 3pm to 8pm  
Clubs can set-up from 1-3pm

Projected Tables: 350  
Projected Tablers: 700

### Activities Night - 2 days

| General Category           | Specific Entry                              | Projected Revenues | Projected Expenses | Notes   |          |            |            |
|----------------------------|---|--------------------|--------------------|---|----------|------------|------------|
| <b>Event Revenue</b>       |   |                    |                    |   |          |            |            |
|                            | SSMU tablers                                |                    |                    | Free tabling  |          |            |            |
|                            | External McGill tablers                     | \$2,000            |                    | Estimate 80 McGill tablers based on 322 tablers, and around 250 SSMU clubs, each charged \$25<br>Currently at around \$1000 in revenue with 44 external and total 140 tablers |          |            |            |
|                            | External tablers                            |                    |                    | Tbd, \$500 per night charged to external groups that are non-profits/charities  |          |            |            |
| <b>VENUE</b>               |   |                    |                    |   |          |            |            |
| <b>Venue (Fieldhouse)</b>  | Location rental                             |                    | \$0.00             | No charge for rental  |          |            |            |
|                            | Security                                    |                    | \$711.20           | \$44.45 per hour based on <a href="#">McGill website</a> (assuming we are a non-McGill event, and event is 16 hours)  |          |            |            |
|                            | Porters/cleaning                            |                    | \$400.00           | Based on McGill Athletics quote + payment for W2023 AN (\$344.93) but Athletics let us know that wages have increased and expected amount is closer to \$400                  |          |            |            |
|                            | Insurance                                   |                    | \$0.00             | Covered by venue insurance  |          |            |            |
| <b>Venue Set-up</b>        | Tables rental                               |                    | \$6,000.00         | Based on \$5732.65 and \$5482.45 from Fall 2022 and Winter 2023 respectively  |          |            |            |
|                            | Chairs rental                               |                    |                    |   |          |            |            |
| <b>SPONSORSHIP</b>         |   |                    |                    |   |          |            |            |
| <b>Sponsored Tables</b>    | Cineplex                                    | \$1,000            |                    | Sept 13th only  |          |            |            |
|                            | Palay                                       | \$1,000            |                    | Sept 13th only  |          |            |            |
| <b>TABLER MATERIALS</b>    |   |                    |                    |   |          |            |            |
| <b>Lanyards</b>            | Lanyards for passes                         |                    | \$720.00           | 1.80 each, 400 lanyards   | Ordered  | Received   |            |
|                            |   |                    |                    |   | 1359     | 2023-08-17 | 09-05-2023 |
| <b>Passes</b>              | Tabling Passes                              |                    | \$322.00           | \$0.40 ea, one per tabler (700)   |          |            |            |
|                            | Organizer/Volunteer Passes                  |                    | \$10.00            | \$0.40 ea for 25 volunteers+organizers  |          |            |            |
|                            | Plastic sleeves for passes                  |                    | \$0.00             | Leftover from previous Activities Nights, over 800 left   |          |            |            |
| <b>Tote Bags</b>           | Leftover from previous years                |                    | \$0.00             |   |          |            |            |
| Option 1: cotton totes     | Bag cost                                    |                    | \$1,680.00         | \$3.36 per bag, 500 bags  |          |            |            |
|                            | Set-up charge                               |                    | \$75.00            |   |          |            |            |
|                            | Shipping                                    |                    | \$45.00            |   |          |            |            |
| <b>Tabling Poster</b>      | Tabler name posters                         |                    | \$0.00             | one per table, printed in house   |          |            |            |
| <b>VOLUNTEER MATERIALS</b> |   |                    |                    |   |          |            |            |
| <b>T-shirts</b>            | Set-up fee                                  |                    | \$0.00             |   |          |            |            |
|                            | Volunteers                                  |                    | \$328.75           | <a href="#">25 volunteer shirts at 13.15 each</a> , Gildan Softstyle  |          |            |            |
|                            | Taxes                                       |                    | \$69.31            | assuming 15% tax  |          |            |            |
|                            | Shipping + taxes                            |                    | \$20.00            | \$20 per box, 25 t-shirts is one box  |          |            |            |
| <b>Dinner</b>              | Dinner for volunteers                       |                    | \$500.00           | \$20 per volunteer, 25 volunteers, dinner is given to volunteers as a thank you for helping out   |          |            |            |
| <b>SIGNAGE</b>             |   |                    |                    |   |          |            |            |
| <b>Banner</b>              | Giant Banner                                |                    | \$195.52           | \$152.63 +tax + \$20 for shipping   | \$140.35 |            |            |
| <b>Cardboard Signs</b>     | Cardboard signage with support in cardboard |                    | \$566.26           | 4 at \$123.10ea +tax  |          |            |            |

|                     |  |                   |                    |   |
|---------------------|--|-------------------|--------------------|---|
|                     | Signage Cardboard (for easel)          |                   | \$749.80           | 20 at \$32.60ea +tax                                |
| <b>Arrows</b>       | Accessibility signage                  |                   | \$186.53           | 90 signs at \$162.20+tax                            |
| <b>Maps</b>         | Big maps                               |                   | \$126.50           | 4 at \$27.50ea +tax                                 |
|                     | Giant maps                             |                   | \$149.50           | 1 at \$130 +tax                                     |
| <b>Other merch</b>  |  |                   |                    |   |
| <b>ADVERTISING</b>  |  |                   |                    |   |
| <b>Social Media</b> | Post boosting                          |                   | \$200.00           | Approximate number from social media team           |
| <b>Posters</b>      | Large posters                          |                   | \$6.93             | 100 at \$0.06928 each                               |
| <b>Postcards</b>    | Option 2: 4 versions, 1000 copies each |                   | \$1,068.85         | 4000 postcards at \$890.30+tax and \$45 shipping    |
| <b>Stamps</b>       | Stamps                                 |                   | \$50.00            | 8 stamps, likely bought from Etsy or Amazon         |
| <b>Stickers</b>     | Stickers                               |                   | \$615.89           | 2000 2x2 stickers at \$526.86+tax and \$10 shipping |
|                     | Stickers                               |                   | \$615.89           | 2000 2x2 stickers at \$526.86+tax and \$10 shipping |
| <b>Photography</b>  | Professional Photographer              |                   |                    | Sept 13   |
|                     | Student Photographer                   |                   |                    | Sept 14   |
|                     | Photobooth                             |                   | \$0.00             | Based on our contract with Voltaic                  |
|                     | Photobooth Props                       |                   | \$100.00           |   |
| <b>Totals</b>       |  | <b>4,000.00</b>   | <b>\$15,512.93</b> |   |
|                     | Total Revenues                         | 4,000.00          |                    |   |
|                     | Total Expenses                         | 15,512.93         |                    |   |
|                     | <b>Surplus(deficit)</b>                | <b>-11,512.93</b> |                    |   |
|                     | With 10% contingency                   | -\$12,664.22      |                    |   |