

Maximum Cost Funded Events/Projects

Listed below are the maximum amounts that Core Council / CEP will fund each of the listed items and services. Use this sheet as a reference, not as a substitute for researching your project budget.

ADA Accommodations	
<i>Note: Please keep in mind that larger online events may require ADA accommodations regardless of requests. In this case, your organization would need to pay for these services. If you have questions about your event, check in with your advisor before completing your proposal.</i>	
ASL Interpreter (Quote Required) <i>Note: If the event is more than an hour, at least 2 ASL Interpreters are required.</i>	\$90 - \$110 / hour
Live Captioning (Quote Required)	\$60 - \$300 / hour
Closed Captioning (Quote Required)	\$2.25 / minute
Audio Visual Equipment: Rates are based on UCSC ITS.	
Classroom and Special Event Staffing (Delivery and Strike)	\$82.00 / hour
Classroom and Special Event Staffing (On-site support)	\$82.00 / hour
Classroom and Special Event Travel Time (from UCSC campus; minimum 1 hour)	\$82.00 / hour
Student Support (by prior arrangement and pending availability only)	\$20.00 / hour
Tripod	\$15.00
Video Camcorder	\$30.00
Video/Data Projector	\$110.00
Microphone	\$11.00
Microphone, Wireless	\$21.00
Sound System, Small Event	\$69.00
Sound System, Large Event	\$95.00
Sound System, Handheld	\$15.00
Projector, Film, 16mm in Classrooms Lecture Halls	\$21.00
Projector, Overhead in Classrooms Lecture Halls	\$21.00
Decorations: <i>Note: Proposals must adhere to university event guidelines and policies including any COVID-19 limitations.</i>	
Mid-Scale Event (100 people or less)	\$100.00
Large-Scale Event (100 people or more)	\$200.00
Directional Signs With a range from \$45 -\$100 per event	\$66.50 / hour (~3 signs)
DJ's	\$300.00

Event Equipment Rental	
Rates are based on UCSC Receiving Services.	
Plastic Folding Chairs	\$0.80
Folding Tables	\$7.50
Stanchions with ropes	\$15.00
Podium / Lecterns	\$10.00
Poster Display Boards (4' x 7')	\$15.00
Delivery / Set Up / Strike	\$75.00 -\$130 / hour
Facilities:	
Rates vary by UCSC Residential Colleges & Venues.	
Venue rental only	\$150.00
Minimum of 2 crew members for full service reservations (Venue rental + logistics/tech support services)	\$20 / hour / per crew member
Flyers	
Rates are based on UCSC Printing, Computer Labs, & Libraries	
Black & White	\$0.12 / flyer
Color	\$0.35 / flyer
Food:	
Note: <i>The Committee will give a lower priority to costly food budget items, particularly if the food is begin given away as opposed to being sold as a fundraiser. The nature of the program and the importance that food has in the overall success of a given event will be taken into consideration.</i>	
<i>Proposals must adhere to university event guidelines and policies including any COVID-19 limitations.</i>	
Refreshments based on UCSC Catering	
Note: <i>Quotes Required; 2 meetings max per quarter.</i>	
Reception max 1 per quarter	\$2.00 / person
Boxed Lunches from UCSC Catering	\$10.25 - \$15.95 / person
Coffee from UCSC Catering	\$24.00 / Gallon
Hot water and tea bags from UCSC Catering	\$20.00 / Gallon
Orange, Apple, or Cranberry Juice from UCSC Catering	\$20.00 / Gallon
Refreshments based on approved UCSC Caterers & Vendors	
Note: <i>Food must be individually pre-packaged.</i>	
Breakfast	\$3.00 / person
Lunch	\$10 - \$15 / person
Dinner	\$15 - \$20 / person
Hotel Accommodations:	

Mission Inn (1 Queen) Sun – Thurs	\$130.00
Fri – Sat	\$190.00
Office Supplies	
Markers	\$12
Pens	\$8
Paper	\$10
Sticky Notes	\$10
Easel Pad	\$40
Paper Goods	
Rates are based on paper goods for a meal that has 1 cup, plate, napkin, and utensil per person.	
50 people	\$10.00
100 people	\$17.00
500 people	\$80.00
Police:	
Rates are based on UCSC PD. All recharges require a 3-hour minimum.	
Police Officer	\$91.51 / hour
Police Sergeant	\$138.76 / hour
Student Ambassadors	\$15.45 / hour
Administrative Fee	\$18.00
Posters	
Note: <i>Quotes Required</i>	
Color Posters (11” x 17”)	\$400
B W Posters (11” 17”)	\$200
Shipping Costs	
First class Forever Stamps	\$0.55 per Stamp
Envelopes	\$10
Plastic Bubble Mailer	\$30
Speakers	
Local / Not a “Name” speaker (short biography required)	\$50 - \$1,000
A “name” Speaker (short biography required)	\$100 - \$5,000
Performers (short biography required)	\$100 - \$10,000
Vehicle Rentals:	
Rates are based on UCSC Fleet Services.	
<i>Proposals must adhere to university event guidelines and policies including any COVID-19 limitations.</i>	
Sedan - 5 Passenger	\$45.00 / day
Passenger Van - 12 Passenger	\$85.00 /day

Cargo Van - 2 Passenger	\$60.00 / day
Voyager Card Processing Fee	\$6.00 / card
Virtual	
Notes: <i>Quotes Required.</i>	
Online Marketing Software i.e. Canva, bit.ly, Linktree	\$300
Hosting a Zoom Webinar	\$40 - \$340
Broadcasting Live Video on multiple social media platforms e.g. Restream	\$19 - \$49
Online gallery to host art e.g. exhibit	\$15 - \$65