

<b>RELAY FOR LIFE</b> <b>DATE: 7/26 &amp; 7/27/19 (3:00p.m.-3:00p.m.)</b>	<b>BUDGETED</b>	<b>DETAILS</b>
<b>LOGISTICS</b>	\$ 1,000	
Set Up time: 6 A.M.		
Set up: Friday (7/26/19) @ 6a.m.-1p.m. – 25 hours	\$375	5 permit staff @ \$15.00
Breakdown: Saturday (7/27/19) @ 3p.m.-8p.m. – 25 hours	\$375	5 permit staff @ \$15.00
2 - Overnight staff (9pm-7am: 20 hours) @13 per hour - Daniel and Tony will work event	\$250	2 Human Services staff @ \$13.00. Assist w/needs of participants
<b>PRINTING</b>	\$0	
Flyers/Posters-printing	\$ 0	N/A
Booth Signs	\$ 0	N/A
Banners	\$ 0	N/A
<b>PERMITS / RENTALS</b>	\$ 5,200	
Insurance	Off site	Working with Risk Management
In kind equipment	\$4,200	City equipment
Facility/Location	In kind	Dignity Health Sports Park
35 Tables	In kind	City equipment
250 Chairs	In kind	City equipment
3 -Tents (20x40)	In kind	City equipment
Generator (big)	In kind	City equipment
Moon Bounce	In kind	City equipment
4 Portable Toilets + 2 sinks	\$ 500	Eagles portable
10 X 10 Tents	In kind	City equipment
Lighting (Tree Lights)	In kind	City equipment
First Aid	\$ 500	City staff
Stage	N/A	Equipment is unavailable
<b>ENTERTAINMENT</b>		
Game Booths	Volunteers	N/A
Face Painting	Volunteers	N/A
Sound	American Cancer Society	N/A
Headliner	American Cancer Society	N/A
<b>OTHER SUPPLIES</b>		
<b>COMMUNITY RESOURCES</b>		
<b>TOTAL:</b>	Estimation \$6,200	

**Other notes:**

- + Potential Equipment: Permits/Reservation
  - Aquatics (Chairs & Tables)
  - Complex (Chairs & Tables)

+ Must have 15-20 Victory Outreach Volunteers to complete set up and breakdown

+ Confirm Set-up time w/ Tamala at Dignity Health