

RELAY FOR LIFE DATE: 7/26 & 7/27/19 (3:00p.m.-3:00p.m.)		BUDGETED	DETAILS
LOGISTICS		\$ 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
PRINTING		\$0	
Flyers/Posters-printing		\$ 0	N/A
Booth Signs		\$ 0	N/A
Banners		\$ 0	N/A
PERMITS / RENTALS		\$ 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
ENTERTAINMENT			
Game Booths		Volunteers	N/A
Face Painting		Volunteers	N/A
Sound		American Cancer Society	N/A
Headliner		American Cancer Society	N/A
OTHER SUPPLIES			
COMMUNITY RESOURCES			
TOTAL:		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