

Directions: For each document, name the category, item title, and line item. Please keep it to one document per page. When completed, save as a single PDF file and upload it to Orgsync.

Category: Local Event

Item Title: Fall Concert 2016 (Nov 5th)

Line item: Rentals/Services – Statler Auditorium Rental

Document:

Cornell University
School of Hotel Administration
365 Statler Hall
Ithaca, NY 14853

Statler Auditorium Rental Agreement

EVENT NAME/
ORGANIZATION: Last Call

CONTACT PERSON: Christian Urbina
CU Staff _____ CU Student Organization External Group _____

DATE(S): 11/5/2016

TIME YOU WISH TO ENTER SPACE: 3:00pm

TIME YOU ANTICIPATE LEAVING SPACE: 11:00pm
(This includes set up and break-down)

ACTUAL TIME OF EVENT:

FORM OF PAYMENT
CU Account # _____ Check _____ (see page 2)

SAFC Form: (completed stamped form must be turned in to Statler 365)

RENTAL COST: \$1200

TELEPHONE (chose one): E-MAIL: cau27
Work _____ Ext. _____
Home _____ Cell 857-939-8815

ANTICIPATED NUMBER OF ATTENDEES: 170

August 26, 2016

9/27/16
[Date]
[Signature]

Christian Urbina

Category: Local Event

Item Title: Fall Concert 2017 (Nov 18th)

Line item: Goods for Event ~ need to be essential to the event – Concert Programs

Document:

Color Print Job Inbox x



The UPS Store #6252
to me ▾

11:39 AM (1 hour ago) ☆



Hi Michael,

We spoke earlier on the phone about a future printing job. For 750 double-sided color prints (8.5x11) the total price would be \$435.00 plus an additional \$22.50 for the half fold. After NY State Sales tax the total comes to \$494.10.

Best,
Skyler

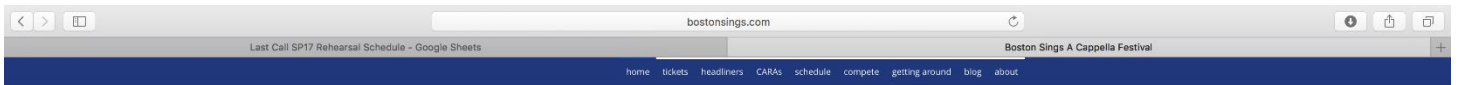
The UPS Store
Your Collegetown Print Shop
407 College Ave, Ithaca NY 14850
[607.319.0248](tel:607.319.0248) phone
[607.319.0224](tel:607.319.0224) fax
www.theupsstorelocal.com/6252

Category: Travel Event

Item Title: Boston Sings Competition (BOSS)

Line item: Proof of Event

Document:



BOSton Sings A cappella Festival

Taking place in and around the city of Boston, BOSS is a three day event featuring everything you've come to expect from an a cappella festival and more: an innovative sign on the Scholastic competition on Friday, the exclusive LIVE presentation and announcement of the Contemporary A Cappella Recording Awards, plus two days of workshops, and a professional concert on Saturday night.

All are welcome - groups and individuals, singers and non-singers. Purchase an All-Access Pass for admission to the entire festival (including the workshops during the day), or just come to be a fan at the concerts by purchasing tickets to the Scholastic Competition and Pro Concert.

Tickets

\$65 Early Bird (by 2/17)

| | | | |
|---|--|---|--|
| All-Access Pass \$80 4/7-4/9 2017 Includes: Competition Admission | Scholastic Competition \$35 4/7/2017 Includes: Competition Admission | Live CARAs \$35 4/8/2017 Includes: Live Awards Presentation | Pro Concert \$40 4/8/2017 Includes: Professional Concert |
|---|--|---|--|



Category: Travel Event

Item Title: Boston Sings Competition (BOSS)

Line item: Travel – Mileage from Ithaca to Boston

Document:

