

BUDGET GUIDELINES & DETAILS

EVENT BUDGET

There are two categories of Send Network One Days. Below are details to distinguish between them.

1. A standalone One Day event OR a One Day added to the front or back of an already existing event. The audience must not be limited to only planting couples and extended to our broader network.
 - Budget \$10,000
2. An already existing event that will host a breakout or session around our One Day theme and open to a larger audience.
 - Budget \$5,000

Budget Note: Each individual budget will be monitored closely. It is recommended that your Event Coordinator also monitor and maintain the budget.

HOW DO YOU ACCESS YOUR BUDGET?

There are three ways to access your funds.

1. Use your NAMB issued US Bank card. To expense these items use Cost Center 6006. Each charge will require a Project Code based on which One Day is being charged. (Please see a list of Project Codes below and also in our Teams channel)
2. Submit a Leader Agreement/Payment Request. To do so, please use this [link](#). If you are NAMB staff, please list yourself as the “Requester.” If you are not staff, please list Macy Lowery as the “Requester.” This will also require that you use **Cost Center 6006** and your event’s Project Code. This should only be used to make honorarium payments to speakers or band members. Please remember that NAMB staff are not able to receive payment from Send Network funds.
3. If your One Day is taking place in a location without a card issued to a NAMB staff member, you will be able to request reimbursements. Please use this [link](#). You will be required to provide receipts so please do not submit without these. Macy Lowery will be your contact. NAMB uses a NET30 pay policy.

**USE COST CENTER 6006 AND
YOUR EVENT’S PROJECT CODE.**

WHAT DOES YOUR BUDGET COVER VS. WHAT DOES ALPHA COVER?

Your \$5-\$10k budget will cover:

- Speaker travel and honorarium
- Band honorariums
- Boxed lunch and snacks/coffee
- Printed signs
- Printed schedules
- Notebooks and pens
- Name Tag lanyards

The Alpha budget will cover:

- 200 Send Network T-Shirts
- Thematic stickers for giveaways
- Designed name tags (blank)
- Design files for both screen and printing needs

BUDGET SAMPLE FOR \$10K

While we know each location will have its own complexities, below is a sample budget to see how funds might be used. As you can see, food will be the majority of your costs.

Speaker Payment/Travel	5	\$500	\$2,500
Band Payment	5	\$250	\$1,250
Meals & Snacks	200	\$25	\$5,000
Other Event Supplies			\$1,250

EVENT PROJECT CODES

One Day Location	Project Code
Arkansas	ARK
Atlanta	ATL
Chicago	Chicago
Columbus	Columbus
Denver	Denver
Detroit	Detroit
International	International
Kansas City	KC
Las Vegas	LV
Los Angeles	LA
New England	New England
New Orleans	Louisiana
New York	NYC
North California	Northern California
North Carolina	NC
Oklahoma City	OKC
Orlando	Orlando
Philadelphia	PASJ
Phoenix	Phoenix
Pittsburgh	Pitt
Portland	Portland
Puerto Rico	Puerto Rico
Salt Lake City	SLC
San Diego	SD
Seattle	Seattle
St. Louis	STL
Texas	Texas
Twin Cities	Twin Cities
Virginia	VA
Washington DC	MD/DE/DC
West Virginia	WV