

Venue Estimate



Estimate

Date	Estimate #
11/14/20XX	2994

Room 228D, Schine Student Center
303 University Place
Syracuse, NY 13244-2070

Name / Address
ASIA

Event	Start/End Time	Preparer
Elements of Hip Hop	7:00p/10:00p	Scott C

Item	Description	Qty	Cost	Total
UG Concert FY15	Underground Concert Package.		1,260.00	1,260.00
Schine Undergrou...	Rental of the Schine Underground (per event)		137.00	137.00
Fire Marshall Sec...	Fire Marshall Fee (hourly)	4.5	32.00	144.00
Public Safety Offi...	Public Safety Security (hourly)	13.5	46.00	621.00
Chestnut St. Mgr	Chestnut Street Mgr	4.5	20.00	90.00
Chestnut St. Crew	Chestnut St Security Crew	22.5	19.00	427.50
BAM Productions	Rental Equipment		825.00	825.00
Barricade	Barricade for Concerts	0.6	500.00	300.00
Room Rental Wai...	Room Rental Waiver - Student		-137.00	-137.00
Fire Marshall Wai...	Fire Marshall Waiver - Student		-144.00	-144.00

Please note that Public Safety 100% Fire Marshall fees for fire trucks are not included at additional charges for equipment, operators or services must be approved by the organization representative and are not included in the estimate.

Total \$3,523.50

Agents Confirmation Email

From: David So <davidsocomedybooking@gmail.com>
Sent: Wednesday, February 5, 20XX 5:57 PM
To: Julia
Cc: booking@paulkimmusic.com;
Subject: Re: Syracuse University Asian Students in America presents Elements of Hip Hop!

Hello Julia,

Thank your interest in Paul and David. They are available November 14, 20xx and below are Paul and Davids individual requirements:

David So:

- \$3500 Comedic Stand-up Q&A performance 25-30 Minutes
- Round trip flights from Los Angeles
- 2 Night Hotel Stay
- Travel Accommodations to and from airports
- Food Accommodations (6 meals- approximately \$20 per meal)

Taking all of this into consideration, his all-inclusive cost is: \$4500

Paul Kim:

- \$2500 Performance 25-30 Minutes
- Round trip flights from Los Angeles
- 2 Night Hotel Stay
- Travel Accommodations to and from airports
- Food Accommodations (6 meals-approximately \$20 per meal))

Taking all of this into consideration, his all-inclusive cost is: \$3500

Students Email Requesting Information from Agent

On Sat, Feb 1, 20XX at 3:58 PM, Julia <XXX@syr.edu> wrote:

Dear David So and Paul Kim,

Hello! My name is Julia and I am one of the Cultural Directors of Asian Students in America (ASIA) at Syracuse University. On behalf of ASIA, I would like to take this moment to cordially invite you to perform at our upcoming event, Elements of Hip Hop.

To give a brief summary of the event, Elements of Hip Hop is a night where we celebrate diversity in the Hip Hop community. It helps us embrace our cultures and helps us realize how diversity is starting to impact the Hip Hop world by partaking in a larger role in mainstream media. This event means a lot to us considering that it occurs only once a year so we want to make sure it will be a great night for everybody at Syracuse University to remember, including David So and Paul Kim.

Elements of Hip Hop is taking place on **November 14th, 20XX, from 7:00 PM–10:00 PM**. If you are interested and available, please let us know an all-inclusive price you request for performing. This includes one final cost that takes into account the following:

- Cost of talent
- Number of plane tickets and ground transportation costs
- Lodging
- Meals
- Any other costs you might reasonably expect the group to cover

List below are details of the event:

1. Name of Organization:

Asian Students in America (ASIA)

2. Contact Person (Name, Title, phone # and email address):

Name: Julia Title: Co-Cultural Director Phone #: XXX Email: XX@syr.edu

3. Name of Event:

Syracuse University's **Elements of Hip Hop**

4. Date and Time of the Event:

November 14, 20XX; 7:30pm-9:30pm

5. Venue and Location Address:

The Underground, Syracuse University, 303 University Ave, Syracuse NY 13244

6. Estimated Attendance:

Maximum 300 people

7. Length of Performance:

Headliners usually perform for ~30-45 minutes

8. Other performers at show:

Various Student Organizations and Clubs

If you are interested, please email me back with quotes that include: performance fee, transportation, and hotel costs along with your confirmation. I am currently planning budgets for this event so I can be flexible with what you provide me with! Please provide me with this information as soon as you can so I can make sure our budget is enough to fit all the costs!

ASIA would really love to have David So and Paul Kim as headliners for Elements of Hip Hop 2014. If you have any questions or concerns, feel free to contact me!

Thank you in advance!

Sincerely,

Julia Syracuse University
Martin J. Whitman School of Management

Retail Management and Supply Chain Management Majors
Information Management Technology Minor
p: (555) 555-5555
e: XXX@syr.edu

