**Disability Awareness Day Event – BC Panorama Campus**

**Theme:** *“We Are DSPS!”*
**Date:** Wednesday, October 8, 2025
**Time:** 9:00 a.m. – 1:00 p.m.
**Location:** BC Renegade Crossroads

**Event Materials**

**Tables (25–30)**

* Cost: $8.00 each (Walker-Lewis)
* Estimated Cost: $200.00 – $240.00
* *Dependent on the number of campus departments and vendors that RSVP.*

**Chairs (50–60; 2 per table)**

* Cost: $1.80 each (Walker-Lewis)
* Estimated Cost: $90.00 – $108.00
* *Dependent on the number of campus departments and vendors that RSVP.*

**PA System**

* Cost: Borrowing from OSL

**Small Stage**

* Cost: To be determined

**Designated Parking for Vendors**

* Cost: Flat rate $100.00

**Carts for Vendor Transport (2)**

* Cost: $25.00 each
* Estimated Cost: $50.00

**Food**

**Boxed Sandwich Lunches (BC Catering)**

* Cost: $13.50 per person
* Estimate: 30 vendors + 20 DSPS staff = $675.00
* *Dependent on number of RSVPs.*

**Pastries (30 assorted – BC Catering)**

* $3.00 each = $90.00

**Coffee Bar + Set Up (BC Catering)**

* $28.00

**Filtered Water (2 gallons w/ cups – BC Catering)**

* $10.00

**Popcorn Machine**

* Cost: Borrowing from OSL

**Popcorn Kit (Smart & Final – Jolly Time)**

* $34.99

**Popcorn Bags (2 packs of 100; Walmart)**

* $9.99 each = $20.00

**Snow Cone Machine**

* Cost: Borrowing from OSL

**Decorations**

**Balloon Arch Kit (Red, Black, White – Amazon, 2 kits)**

* $17.97 each = $36.00 + tax

**Star Balloons (Black/Red/Silver – Amazon, 2 packs)**

* $8.99 each = $18.00 + tax

**Letter Balloons – Silver (40 in.; “DSP&S,” 2 sets)**

* $5.00 each = $50.00

**Posters/Flyers (Advertisement)**

* $80.00

**Budget Summary**

* **Estimated Total:** $1,540.00
* **Requested Amount:** $1,700.00 (to cover taxes on applicable items)

Amendments to Initial Budget Proposal:

Walker-Lewis Rentals= $1,178.62

Please refer to submitted document.

ASL Interpreters= $800.00

2 ASL Interpreters for entirety of event 9:00 am to 1:00 pm