

Disability Awareness Day Event – BC Panorama Campus

Theme: “We Are DSPS!”

Date: Wednesday, October 7, 2026

Time: 9:00 a.m. – 1:30 p.m.

Location: BC Renegade Crossroads

Event Materials

Tables (37–40)

- Cost: \$8.00 each (Walker-Lewis)
- Estimated Cost: \$296.00- \$320.00 *Dependent on the number of campus departments and vendors that RSVP.*

Chairs (74-80; 2 per table)

- Cost: \$1.80 each (Walker-Lewis)
- Estimated Cost: \$133.20- \$144.00
- *Dependent on the number of campus departments and vendors that RSVP.*
- *Estimated Total Cost w/ taxes/services fees- \$1,178 (Based on last year’s cost w/ 37 tables and 74 chairs)*

PA System

- Cost: Borrowing from OSL

Small Stage

- Cost: Borrowing from Events Management

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
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Snow Cone Machine

- Cost: Borrowing from OSL

Snow Cone Cups- 100 Count (2 orders), Amazon

- $\$8.88 \times 2 = \$17.60 + \text{tax}$
Link:
Check this out at Amazon <https://a.co/d/073HeaT3>

Snow Cone Syrups (1 order), Amazon

- Cost: \$79.15 + tax
Link:
Check this out at Amazon <https://a.co/d/019LP0cj>

Decorations

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

- \$8.99 each = \$17.98 + tax

Link:

<https://a.co/d/0fCErf8Q>

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

- \$6.98 each = \$55.84 + tax

Link:

Check this out at Amazon <https://a.co/d/075u2xJn>

Posters/Flyers (Advertisement)

- \$80.00

Budget Summary

- **Estimated Total:** \$1,632.93- \$1,667.73
- **Requested Amount: \$2,300.00** (to cover taxes on applicable items)