# ASMSU Supplemental or Reserve Request Sheet

**Date Submitted (dd/mm/yyyy):** 10/19/2018  
**E-mail Address:** asmsuarts@montana.edu  
**Person Responsible:** Jessica Hays  
**Program Responsible:** Arts and Exhibits  
**Title and Organization:** Director, Arts and Exhibits  
**ASMSU Director Responsible:** Jessica Hays  
**Phone Number:** 406-581-5253  
*If this is a sponsorship*

### Price Quoted

<table>
<thead>
<tr>
<th>Description of Item(s) to be Purchased</th>
<th>Vendor A</th>
<th>Vendor B</th>
<th>Total Request</th>
<th>SENATE USE</th>
<th>SENATE USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increased catering for 7 remaining Exit Gallery receptions</td>
<td>$280</td>
<td>$280</td>
<td>280</td>
<td>280</td>
<td>280</td>
</tr>
<tr>
<td>Increased catering for 2 Art Market receptions</td>
<td>$100</td>
<td>$100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

**Total:** $380.00

**Vendor Name:** MSU Catering  
**Vendor Phone:**  
**Contact Name:** Larissa Young

## Signature of Director: ____________________________

## Signature of Buyer: ____________________________

### PAYMENT METHOD:

**On Campus:**  
**Index #:** 431302  
**Dept. Accountant:** Heidi Worley  
**Mailing Address:**  
**Contact Name:**  
**Phone:**  
**Email:**

**Off Campus:**

### FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Vote</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Senate Vote</td>
<td>16</td>
<td>0</td>
</tr>
</tbody>
</table>

**Supplemental Reserve**

~This form MUST be submitted to the Senate Pro Tempore, who will present it to Finance Board. Upon Finance Board approval, it will be presented to Senate.  
~Upon Senate approval, the form will be turned into the Operations Manager, who will process the request.  
~If Finance Board doesn't NOT approve this request, it is STILL presented to the ASMSU senate. It will then need a 2/3 majority to approve.  
~If this is a sponsorship, an ASMSU program director must endorse and cosign.  
~You must present this Request to both Finance Board and Senate. Attach any pertinent information to this form.  
~If funds will be used to purchase from an outside vendor, add vendor info as well as purchase options from multiple vendors.  
~Payment takes 4-6 weeks. Do not fill out grey areas.  
~Please contact the ASMSU Operations Manager with any questions - 994-6865.
## Proposal

### Background: Concisely describe the background of the request.

Arts and Exhibits is experiencing growing numbers of attendees at our receptions and exhibits this semester. Due to this, and combined with rising costs from MSU catering, we are quickly running out of refreshments at receptions. I would like to increase the funding so we can provide a friendly and professional environment at our receptions for student and visiting artists.

### Request: Outline and justify the item(s) to be purchased or the amount of funding needed.

I would like to increase catering funding by $40 per reception for the 7 remaining Exit Gallery receptions, and by $50 for the two Art Market receptions. During our last three Exit Gallery receptions, we have run out of food within the first 30 - 45 minutes, and receptions last 90-120 minutes. This is in line with an increase in attendance at these events. For example, our first reception in Fall 2018 had 100 attendees, while the first exhibit of Fall 2017 had only 50. Our second reception had a 12 attendee increase from 2017 to 2018, but the rising costs of catering caused us to run out of food quickly then as well. for Fall 2018, our third reception had 112 attendees, while the third reception in Fall 2017 had 81. From to 2016-2017 academic year to the 2017-18 academic year, attendance at receptions increased by approximately 30%. Based on the trajectory of these numbers, I believe we can expect reception attendance to increase about 25%-30% overall this academic year as compared to last year. The requested increase for art market is to reflect this trajectory. Typically, we have 300+ attendees at Art Market receptions.

### Impact and Implementation: Please detail the impact to the program(s) or student constituencies the request will benefit, lifetime of item(s) to be purchased, as well as who is responsible for overseeing the use of the funds, if approved.

This increase in budget would benefit most directly the students and visiting artists exhibiting in the Exit gallery and during Art Markets. By providing refreshments, we are creating a professional atmosphere, and allowing students and opportunity to see what gallery exhibitions, which are a career building experience, are like outside of the university. Have appropriate refreshments at receptions also improves our relationship with visiting artists who come to gives lectures and demos to students. Additionally, it improves relationships with faculty staff in the College of Arts and Architecture, with whom we partner with regularly, as well as providing opportunities for exhibition and employment to many of their students. The items purchased are for receptions, and this increase would benefit students throughout the year for the 9 total remaining receptions. Jessica Hays, Director of Arts and Exhibits, oversees use of funds and places catering orders.