

**From:** [Eastern Washington University](#)  
**To:** [Miller, Judith](#)  
**Subject:** New S&A Funding Request Submission  
**Date:** Tuesday, January 7, 2025 1:22:32 PM  
**Attachments:** [Eagle-Entertainment-FY26-Budget-Request.xlsx-Budget-Request.pdf](#)

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## New S&A Funding Request received!

### Requesting Organization

Eagle Entertainment

### Requester's Contact Information

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### Budget Request and History

#### Attach Budget Request Spreadsheet (found at top of form)

- [Eagle-Entertainment-FY26-Budget-Request.xlsx-Budget-Request.pdf](#)

#### Please select which represents your request best?

FY26 Budget Request

#### Please provide a summary of your dept/prog/unit.

This request is for Eagle Entertainment (EE). EE is the on-campus programming board that provides professional quality entertainment events. EE provides programming on the Cheney campus. We would like to host one event per quarter at the Catalyst. The events that the group hosts range from lectures, concerts, comedy shows, novelty events such as Silent Disco, Sip and Carve, and events that support on-going campus traditions like Eagle Family Homecoming. Programs hosted by EE are critical to establishing a positive and lively campus culture.

#### How does your dept/prog/unit plan to spend awarded funds?

This budget aims to sustain and enhance the capabilities of EE, ensuring continued quality events while addressing cost challenges and maintaining financial stability.

#### \*\*Direct Expense\*\*

- Budget supports quality entertainment, including a concert series, comedy shows, dances, the Eagle Spa, Final Quiet Zone, Welcome Week, Homecoming, and DIY events (e.g., Sip & Carve, Paint Night).
- Facing a 10% increase in goods and services costs, impacting the number and quality of large-scale

productions. To maintain the level of service we deliver to students, it is essential to sustain our current level of direct expense.

**\*\*EE Student Wages\*\***

- Request includes staffing for 4 EE student positions at 19 hours per week on top of work study staff that help facilitate events.
- Aligns with current staffing but reflects a reduction from 5 staff in FY24; one of those staff was Work Study.

**Did your dept/prog/unit receive funds in FY25?**

Yes

**Please submit the total amount received in FY25.**

\$218,333.00

**Please describe any changes in the amount requested from the previous year.**

The \$218,333.00 included Eagle Sound's budget request & the Drag Show. Eagle Sound is submitting their own request this year, and the Pride Center took on ownership of the Drag Show. Those numbers are no longer included in our current budget request.

**Salaries, Benefits, & Wages**

**Does your request include any staff salaries/benefits, and/or student wages?**

Yes

**How many UNDERGRADUATE student employees are being supported by S&A funding?**

4

**How many GRADUATE student employees are being supported by S&A funding?**

0

**How many CLASSIFIED staff are being supported by S&A funding?**

0

**How many ADMINISTRATIVE staff are being supported by S&A funding?**

1

**How many FACULTY are being supported by S&A funding?**

0

**Please confirm that you have budgeted for all salary increases, according to the Budget Assumptions outlined, and that number will be included in your direct expense figure when you build your budget**

- Yes

**Impact From Funding**

**How does your dept/prog/unit collaborate with other departments, programs, units, outside stakeholders, and the local/regional community?**

EE partners with other campus departments to help co-sponsor programs offered to EWU students such as Welcome Week events, Eagle Family Homecoming, Spring Last Blast, The Blitz, Drag Show, First Thursday Welcome (with Campus Rec & NSO), and the spring concert series are examples of programs/events for which EE has sought out co-sponsorship to enhance program quality. Co-sponsors

for many of these large scale events are Orientation and Family Programs, as well as Alumni who work with non-S&A related budgets.

EE has contracted with different agencies and businesses to provide services for events such as, and Pinot's Palette for Paint Night, and other agencies for performers, Silent Disco, movies, and Eagle Spa.

EE helps support LGBTQ youth in the community during the annual Drag Show by promoting options to donate to the Spokane AIDS Network. Additionally, EE works with EWU's SFL community to raise money for local non-profits during the Eagle Family Homecoming Car Bash event. This year, EE will be putting on an Anti-Hazing event. We continue to offer accommodations and celebrate holidays that reflect the diverse student population. Additionally, EE contributes to the local community by purchasing supplies for events from businesses.

**Do these collaborations include financial contributions? If so, please describe.**

Yes. EE sets aside a portion of their direct expense solely dedicated to collaborating with campus partners. This year, EE set aside \$5,000 for collaborations. Over 50% of the budget has been spent.

This past year, EE worked collaboratively with ASEWU, Student Organizations & Leadership, Sorority & Fraternity Life, Housing & Residential Life, Pride Center, the Multicultural Center, Campus Rec, and academic programs to increase attendance and help offset some programming expenses for events.

EE is approached by student organizations to co-sponsor/help fund events they want to put on. EE received requests from MEChA, Figure Skating Club, Archery Club, and Lambda Theta Alpha.

**What impact(s) does this dept/prog/unit have on campus? Briefly describe the need for your dept/prog/unit. How does your dept/prog/unit support the mission, goals, and strategic plan of EWU?**

EE enhances the campus experience by hosting large scale events and activities for students which help students connect with the community, create a sense of belonging and serve as an important tool for student recruitment and retention. During FY24, EE hosted (not counting collaboration events) 27 unique events with roughly 4000 attendees. During FY25 we have shifted our focus to hosting more smaller events particularly trying to engage commuter students. During the Fall of 2024, EE hosted 30 events with 2992 students checking in to those events. Several students have shared that engaging in EE events helps them feel more connected to EWU.

EE puts an emphasis on Diversity, Equity, and Inclusion (DEI) through the specific training on DEI topics. EE's mission is to support the entire student population on the Cheney and Spokane campuses which requires us to think about how different populations will be drawn to events and how we are able to make necessary accommodations for students who may need them. Some specific programs EE put on last year included the 26th annual Drag Show and El Baile De Las Águilas (a Spring Dance with performances in English and Spanish). EE streamed La Bamba during Hispanic Heritage Month.

**How does your dept/prog/unit assess the effectiveness of your programs/services and how is it tracked?**

EE uses program evaluations for all events to review the quality and outcome of the event; feedback is also requested via social media both in terms of outcomes of events but also regarding what events students would like EE to host. This information is used to determine future events and use of various agents/artists

EE tracks attendance at events as a service indicator. EE hosted 27 events during FY24 with an estimated attendance of 4,000, averaging roughly 150 people per event, and average of 8 events per quarter. Some events are meant to have larger audiences (Sip and Carve had 400+ attendees) while others are meant to be more intimate (Pop-Ups were limited to 50).

The group does this by using electronic check-in via EagleSync or click counters during events where it is not feasible to guarantee accurate check-ins of all attendees (i.e. outdoor concerts in campus mall).

## Financial Responsibility

**What are the top funding priorities for your dept/prog/unit and is any of this funding for contracts? If so, how much?**

**\*\*Funding Priorities\*\***

- Professional and student staffing - in order to put on events, you must have staff to plan and execute. See attached student staffing information.
- The professional staff member for Eagle Entertainment is funded half through Eagle Entertainment and half through the Pence Union Building.

**\*\*Direct Expense\*\***

- The amount of direct expense funding dictates how many and what types of events EE can host for students. As a counter, EE could charge for events (the only event we currently charge for is the Drag Show, which is meant to offset the cost of the event); however we would like to avoid that as it would negatively impact students who are already financially struggling, attendance, and would make future events dependent upon students being able to pay additional money to attend events.

**\*\*Misc\*\***

- We frequently contract with ESP, Dining Services for Catering, and performers but the only required contracts are for leased computers (\$2400 annually).

**How does your dept/prog/unit track and manage your budgets to ensure financial sustainability?**

EE keeps a detailed budget spreadsheet that accounts for all money spent and works closely with Student Accounting and the Contracts Office to ensure that the funds received are used within the parameters of the S&A guidelines. Additionally, EE targets their marketing to students and hosts the majority of the programs on either the Cheney or Spokane campus at times that the majority of the student population can attend the events.

Prior to COVID, EE had a much more robust team of students who were able to host more events than we are currently able to. EE plans to hire work study students during the academic year to help table and advertise the events, as well as providing the support to execute the large scale events. This will provide more ability for the paid event planners and marketing students to focus on the skilled pre-event planning and coordinating that is required.

**How will you ensure that student fees do not subsidize non-student use?**

EE uses an event check-in process through Eaglesync at their events to ensure the majority of the participants are students, and how often students are returning to EE events. Institutional Effectiveness can show us the impact attending our events has on the student population in terms of student success metrics. Marketing is targeted to students on campus.

This academic year, EE has started to charge non-current EWU students \$5 per event (Faculty, Staff, Family, Friends, Community Members). That way, EE ensures that funding is used primarily for and by Eastern students. Eaglesync and marketing have started to reflect that change as well.

## Engagement

**Please share the number of STUDENTS your dept/prog/unit serves annually.**

6,000

**Please share the number of FACULTY your dept/prog/unit serves annually.**

50

**Please share the number of STAFF your dept/prog/unit serves annually.**

100

**Please share the number of ALUMNI your dept/prog/unit serves annually.**

100

**Please share the number of OUTSIDE STAKEHOLDERS your dept/prog/unit serves annually.**

50

**Any additional information or considerations you would like the S&A Committee to have:**

Our request is lower this year due to the removal of ESP's budget request and the Drag Show. Due to minimum wage going up, our wages request is larger. Due to EE's work needs and fall schedule, it cannot wait to hire Work Study staff. With Student Employment waiting until the week before school to post Work Study positions, we have to pay out of pocket for all our student staff. If a student staff member receives Work Study, we will exhaust the work study wages before dipping into our wage budget for that person.

Unfortunately, Work Study only budgets around 13 weekly hours. EE staff usually works 19 hours per week.

**Acknowledgment**



I confirm that the details included in this budget request are accurate to the best of my knowledge and are fully aware of S&A Fee regulations.