

From: [Eastern Washington University](#)
To: [Miller, Judith](#)
Subject: New S&A Funding Request Submission
Date: Tuesday, January 7, 2025 1:10:42 PM
Attachments: [300084-FY26-Eagle-Sound-Productions-Budget.xlsx](#)

New S&A Funding Request received!

Requesting Organization

Eagle Sound Productions

Requester's Contact Information

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Budget Request and History

Attach Budget Request Spreadsheet (found at top of form)

- [300084-FY26-Eagle-Sound-Productions-Budget.xlsx](#)

Please select which represents your request best?

FY26 Budget Request

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

Eagle Sound Productions (ESP) is a student-run organization that provides professional-grade technical equipment and staffing to create high-quality experiences for student events. ESP offers sound, lighting, and audiovisual support to events hosted across both the Cheney and Spokane campuses.

ESP services are available exclusively to student groups at a subsidized rate, allowing for affordable access to industry-standard equipment and expertise. ESP is committed to delivering top-tier service, prioritizing safety, careful handling of equipment, and providing a seamless experience for event organizers. In addition to supporting student events, ESP focuses on maximizing revenue opportunities that contribute to the ongoing replacement and maintenance of equipment, ensuring long-term sustainability for the program.

For some clarification, University Productions (UP), also managed by Nick Palmieri, is a separately funded department with its own assets that handles the technical production for non-student department events, external events, and other events that ESP is not able to engage in with restrictions of the S & A Funds.

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

The request includes staffing for 9 ESP student employees, reflecting an increase in both the number of staff and the total weekly hours compared to the current year.

Given the flexible timing of events and the limited availability of student staff, a model of employing more students who work fewer hours each week has proven to be highly successful. This approach allows for better coverage and greater flexibility to meet the fluctuating needs of events.

ESP generates revenue independently to support equipment maintenance, replacement, and expansion.

With the growing demand for events, this budget increase will help expand the ESP workforce, ensuring continued quality and technical support for student organizations and events. This will enable ESP to maintain the high level of service that student groups rely on while addressing increased event needs.

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

Yes

Please submit the total amount received in FY25.

\$33,000

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

In response to current and future changes in minimum wage and an updated operating model, ESP has adjusted its staffing structure, with more student employees working fewer hours each week. This shift allows for a more flexible and sustainable approach.

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?

9

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?

0

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?

ESP collaborates with a wide range of student organizations and campus departments to provide high-quality technical services for student-focused events across both EWU campuses. Key partnerships include working with faith-based organizations, Eagle Entertainment, the School of Education, Housing and Dining Services, DEI, and major campus events like New Student Orientation, Welcome Week, and DEI Week.

ESP prioritizes student events and provides subsidized technical support for those expecting at least 50% student participation. While ESP services are primarily for student groups, events such as Neighborfest, Pass Through the Pillars, Senior Send-Off, Eagle Family Homecoming, and the Spring Concert Series are open to the community, maintaining focus on student-centered activities.

ESP also plays an active role in supporting the local community by providing technical setup for events like the Drag Show, which benefits the Spokane AIDS Network, and supporting Lambda Theta Alpha's fundraiser for St. Jude Children's Research Hospital. Additionally, ESP hosts alumni-related events, such as the Future Teacher Send-Off and Eagle Family Homecoming, strengthening EWU's connection to the broader community.

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?

ESP plays a vital role in the success of events hosted by student organizations, providing professional-quality audiovisual and sound services that enhance the overall experience for attendees. Last year, ESP provided support for 87 events for over 27 student organizations.

The program is particularly integral to the campus's diversity and inclusion efforts, supporting a wide range of cultural and community-building events. These include DEI Week, Greek Week, the Black Excellence Ball, Step and Stroll shows, the Lu'au, Multicultural Festivals, the Drag Show, and more. By providing technical support for these events, ESP not only helps bring these celebrations to life but also contributes to promoting an inclusive and dynamic campus atmosphere where all students can feel represented and heard.

Additionally, ESP's services align with EWU's mission of empowering students to lead and serve their communities. By offering hands-on experience with industry-standard equipment, ESP supports the development of valuable professional skills, helping students pursue careers in fields such as audiovisual production, event coordination, and IT.

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

When an event is requested, ESP initiates a consultation with the client to review the event's specific setup requirements and technical needs. During this phase, clear and consistent communication is maintained to ensure that any updates or adjustments to the event plans can be quickly accommodated. This flexibility allows ESP to adapt to any last-minute changes and ensures that clients receive the highest level of service.

The program monitors revenue goals each quarter with Student Accounting to ensure financial sustainability and growth, while also tracking the number of events hosted within a given period. Additionally, customer satisfaction is a major focus for ESP, with feedback gathered from clients following each event. This feedback helps assess the quality of services provided and identifies areas for improvement. Revenue and event data are tracked through Excel.

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?

The top funding priorities for ESP is the wages for student staff. These wages are essential for ensuring the smooth operation of the numerous events hosted by ESP for students and student organizations. Our student staff play a key role in setting up, operating, and breaking down the technical aspects of events,

and their support is crucial to the success of these activities. Without adequate funding for student staff wages, ESP would be unable to provide the level of service and support needed for events.

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

ESP internally handles event invoice billing, tracking both revenue and expenses through spreadsheets. Once an invoice is signed, it is submitted to Student Accounting for processing and transferred into IDPOs.

ESP works closely with Student Accounting to regularly monitor year-to-date labor wages and incoming revenue. This collaboration ensures that budgetary goals are met and that there is alignment between anticipated and actual financial performance. Additionally, ESP tracks the condition of its equipment, monitoring repair and replacement needs to plan for future purchases. By forecasting equipment costs and maintaining a proactive approach to maintenance, ESP is able to minimize unanticipated expenses and ensure the continued availability of quality equipment for campus events.

This careful tracking and management of both labor and equipment expenses, combined with close coordination with Student Accounting, helps ESP maintain financial health and effectively plan for future needs.

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

ESP services are available only to student organizations and departments that request support through EagleSync. To be eligible for ESP services, an event must have at least 50% student participation. This ensures that student fees are directly benefiting student-driven events.

All ESP equipment and assets are securely stored in locked facilities. Access and operation of these resources are strictly controlled by ESP staff, ensuring that they are used exclusively for approved student events. This minimizes the risk of non-student use and helps maintain accountability.

To further safeguard student resources, ESP conducts bi-annual inventory reconciliations to verify the location and condition of all assets. Additionally, Inventory Control performs annual checks of high-value assets to ensure that they are properly tracked and accounted for. These regular audits help maintain transparency and ensure that ESP resources are being used appropriately for student events.

Engagement

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

5,000

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.

75

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

300

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

10

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

ESP offers students much more than just a campus job. It provides invaluable, hands-on experience with industry-standard equipment, allowing students to develop a wide range of technical and professional skills. Many ESP alumni have successfully transitioned into careers in fields such as audio-visual

installation, touring production, and IT—thanks to the practical knowledge and expertise they gained through the program.

Funding ESP enhances student events and keeps costs minimal to student groups, without which they would have to contract out which could cost thousands of dollars per event.

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.