



117 S Main, Monticello, UT 84535

PO Deliver To: Alisa Scott
135 Guenever St.
Salt Lake City, UT 84054
Purchase Order Number:: 20002
PO Date:: 05/15/2025

Vendor Name: Alisa Scott

Purchase Order

Product ID	Quantity	Description	Unit Price	Amount
Meetings with Talia	10	Basecamp	40 USD	400 USD
Updating timing and Organizing Planning Schedule	2	Basecamp	40 USD	80 USD
Editing photos for marketing	2	Basecamp	40 USD	80 USD
Social media post design and content writing	4	Basecamp	40 USD	160 USD
Designing and updating sponsorship applications	2	Basecamp	40 USD	80 USD
Designing and updating vendor applications	3	Basecamp	40 USD	120 USD
Creating and updating eventbrite	2	Basecamp	40 USD	80 USD
Creating media kit	1	Basecamp	40 USD	40 USD
Research and prepare radio marketing opportunities	1	Basecamp	40 USD	40 USD
Designing San Juan Record ad	2	Basecamp	40 USD	80 USD
Designing and coordinating the Pinto Bean ad	2	Basecamp	40 USD	80 USD
Email template design and scheduling for the public, speakers, and county government/guests	6	Basecamp	40 USD	240 USD
Designing and updating nametags and schedule templates	3	Basecamp	40 USD	120 USD
Ordering, printing, and picking up signage and printed materials, researching options for nametag lanyards	5	Basecamp	40 USD	200 USD

Product ID	Quantity	Description	Unit Price	Amount
FedEx Printing of nametags	1	Basecamp	95.92 USD	95.92 USD
Designing and updating Basecamp attendees guide	8	Basecamp	40 USD	320 USD
Designing and updating Basecamp presentation	4	Basecamp	40 USD	160 USD
Travel, on-site event setup, and last minute updates	21	Basecamp	60 USD	1,260 USD
Day of coordinating and event takedown	14	Basecamp	60 USD	840 USD
Post event wrap up needs	2	Basecamp	40 USD	80 USD
Mileage reimbursement	630	Basecamp	0.7 USD	441 USD

Sub Total: 4,996.92 USD **Tax:** Freight: **Total Due: 4,996.92 USD**

[Purchase Validation](#)

Basecamp

Initiator Name: Nathan Pitts

Approved by /s/Mack McDonald