

## Appendix 4: Budget planning template

BUDGET PLANNING				
	Number	Price per item	Tax	TOTAL
<b>FIXED EXPENSES – (irrespective of number of people attending)</b>				
Teachers (travel / hotel / registration /gift or fee)				
Room hire				
Furniture (e.g. tables)				
Technical personnel				
Technical support (LCD screen, microphones, transmission)				
Administration cost (e.g. postage / tel / fax / stationery)				
Indemnity insurance				
<b>VARIABLE EXPENSES (per delegate and teachers)</b>		per person		
Workshop documentation				
Attendance certificates				
Cost for credit points or official recognition of courses				
Catering				
Evaluation forms				
Name badge				
<b>TOTAL</b>				
<b>Add: 10% contingency/inflation + 3% bank and credit card charges</b>				
	<b>TOTAL</b>			
<b>TOTAL EVENT COST</b>				
<b>INCOME from registration</b>				
<b>INCOME from sponsorship</b>				
<b>Profit / Loss</b>				