

APPENDIX I : WORKSHOP BUDGET TEMPLATE



Revenue
Scholarship support
General sponsorship
Subtotal:
Expenses
Equipment rental – audio/visual
Catering/meals
Breakfast
AM break
Lunch
PM break
Dinner/Reception
Subtotal:
Facility Expenses
Internet
Room rental
Subtotal:
Office supplies
Postage
Printing and reproduction
Telephone/Conference calls
Subtotal:
Professional fees – Conference management services
Professional fees – Graphic design
Professional fees - Photo documentarian
Subtotal in-kind:
Subtotal:
Participant and speakers expenses
Travel
Hotel
Registration fees (if held in conjunction with another conference)
Subtotal:
Total costs: