Expected Costs: Community Activity



|  |  |
| --- | --- |
| **Community Name:** | **Community Finance Code:** |
| **Event Title:** | **Event Date and Location:** |
| **Target Number of Delegates:** | **Allocated Total Budget:  £** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Quantity** | **Unit Cost** | **Total** | **Additional Information** |
| **VENUE** |  |  |  |  |
| Event room(s) |  |  | 0.00 |  |
| Lunch / Dinner (per person cost) |  |  | 0.00 |  |
| Refreshment: tea, coffee, (per person cost) |  |  | 0.00 |  |
| AV hire |  |  | 0.00 | Microphone, projector |
| **VOLUNTEER/STAFF EXPENSES** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Travel expenses |  |  | 0.00 |  |
| Accommodation |  |  | 0.00 |  |
| **SPEAKER EXPENSES** |  |  |  |  |
| Travel expenses |  |  | 0.00 |  |
| Accommodation |  |  | 0.00 |  |
| **ONSITE MATERIAL** |  |  |  |  |
| Marketing material (membership packs, magazines) |  |  | 0.00 |  |
| Delegate badges |  |  | 0.00 |  |
| IET branded speaker gifts |  |  | 0.00 |  |
| **MARKETING** |  |  |  |  |
| Printed posters |  |  | 0.00 |  |
| Courier |  |  |  |  |
| **OTHER** |  |  |  |  |
| IET.tv |  |  | 0.00 |  |
| **TOTAL EXPENDITURE** |  |  | 0.00 |  |
| **INCOME** |  |  |  |  |
| Delegate fees |  |  | 0.00 |  |
| Sponsorship /exhibition |  |  | 0.00 |  |
| **TOTAL INCOME** |  |  |  |  |
| **TOTAL PROFIT (IF APPLICABLE)** |  |  |  |  |