



**BAAL/Routledge Applied Linguistic Workshop**

**Sample financial plan (guide only)**

**Costs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | travel costs for keynote speakers | | | | |
|  | | speaker 1 | | flight (£££) + coach (££) | £ |
|  | | speaker 2 | | flight (£££) + train (££) | £ |
|  | | speaker 3 | | train (££) | £ |
|  | | speaker 4 | | train (££) | £ |
| 2 | rooms for keynote speakers | | 4 speakers @ ££/night for 1 night | | £ |
| 3 | subsistence | | 25 delegates @ ££/day for 2 days | | £ |
| 4 | programme and abstract booklet | | 25 copies @ £ | | £ |
| 5 | seminar dinner | | 25 @ ££ | | £ |
| 6 | secretarial support | | 20 hours @££ | | £ |
| 7 | technical support | | 10 hours @ ££ | | £ |
| 8 | room booking charge | | 2 days @ £££/day | | £ |
| 9 | scholarship | | 1 Scholarship @ ££ | | £ |
| 10 |  | | promotion | | £ |
|  |  | | Total costs | | £ |

**Income**

|  |  |  |
| --- | --- | --- |
| 1. Grants | Grant 1 | £ |
|  | Grant 2 | £ |
| 1. Workshop fees | 15 @ ££ (full fee) | £ |
|  | 5@ ££ (student/unwaged) | £ |
|  | 5@ ££ (staff/PGs) | £ |
|  | Total income | £ |