

 

**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  | £ |