**BAAL / Cambridge University Press Seminar**

**Sample financial plan (for guidance 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 delegates @ £… | £ |
| 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 | £ |
| 2 | Workshop fees | 15 @ £… (full fee) | £ |
| 5 @ £… (student/unwaged) | £ |
| 5 @ £… (staff/PGs) | £ |
| **Total income** | | | £ |