



BAAL/Cambridge University Press Seminars

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	£
2	seminar fees	15 @ ££ (full fee)	£
		5@ ££ (student/unwaged)	£
		5@ ££ (staff/PGs)	£
		Total income	£