

# BRITISH ASSOCIATION FOR APPLIED LINGUISTICS

## BUDGET FOR A PROPOSED SIG EVENT

**Name of SIG:**

**Date:**

**Venue:**

	<b>ESTIMATED SPEAKER COSTS</b>		
1	Travel		
2	Accommodation		
3	Meals, refreshments		
4	Fees		
5	Total Speaker costs (1 + 2 + 3 + 4)		
	<b>EVENT</b>		
6	Secretarial support, publicity		
7	Proceedings		
8	Room booking		
9	Total Event costs (6 + 7 + 8)		
			=====
10	TOTAL COSTS (5 + 9)		
11	Sponsorship		
			=====
12	GLOBAL COSTS (10 - 11)		
13	Expected number of participants		
			=====
14	Global cost per participant (12 ÷ 13)		
	<b>INDIVIDUAL COSTS PER PARTICIPANT</b>		
15	Accommodation (if included in price)		
16	Meals		
17	Refreshments		
18	Programme		
19	Total individual costs per participant (15 + 16 + 17 + 18)		
			=====
20	TOTAL COSTS PER PARTICIPANT (14 + 19)		
21	PRICE TO BE CHARGED PER PARTICIPANT (not less than 20)		
22	TARGET NUMBER OF PARTICIPANTS (at least 75% of Expected)		

<b>Cut-off date for target no. of participants to be reached</b>	.....
<i>(at least 3 weeks before proposed event date)</i>	

If the target number of participants has not been achieved by the cut-off date then the event should be cancelled. In exceptional circumstances the SIG coordinator may agree to the event proceeding even if the target has not been reached.