

IACP Introductory and Introductory Interdisciplinary Collaborative Practice Training

DRAFT BUDGET WORKSHEET

Budgeting is an important component of planning a training. In order that you can begin thinking about the associated costs, we ask that you complete the draft budget worksheet below.

Trainer Expenses

Fees (\$2,000 per trainer) _____

Transportation, hotel, *per diem* _____

Materials (approx. \$12+ per registrant) _____

Marketing _____

Venue Costs:

Meeting Room fees: _____

Audio Visual _____

(projector, screens, microphones, flipcharts)

Food and Beverage (for two days)

Morning Coffee _____

Morning Refreshment Break _____

Lunch _____

Afternoon Refreshment Break _____

Tax and gratuity _____

Miscellaneous (parking, support staff, etc.) _____