

Sample Budget (Based on 1,000 Attendees)

Revenue is generated to cover the costs of workshops and travel fees for the nominees, plus venue rental, technical requirements and supplies. In many instances communities have access to all of some of these things, so this budget is simply a guide to help understand the needs.

Revenue

	Estimates
Ticket Sales (\$10-\$15/ticket, plus HST)	\$10,000 – \$15,000
Potential Grant Funding	pending
Sponsorship (cash)	pending
Sponsorship (in-kind)	pending

Fixed Expenditures

	Estimates
Nominee Workshop Fees (10 authors X \$150)	\$1,500
Nominee Travel (\$0.45/km or up to \$XXXX flat fee)	\$2,000 – \$5,000
Nominee Accommodations-Hotel (\$150/night)	\$1,500
Venue hire	\$3,000 – \$5,000
Technical Requirements-Equipment Hire (Projector, Screen, Audio systems, etc.)	\$3,000
Hosts/Entertainer	\$500
Signage/Poster Printing/Supplies - nominees, stage, autographing	\$2,000
Shipping of Materials/Prizes	\$300
Entertainment	\$1,000 – \$3,000
Green Room Catering & Reception for nominees and VIPs	\$1,500 – \$3,000
First Aid on site	\$300

Other Suggested Expenditures (Enhancements to Celebrations)

Advertising	These are suggestions to local organizing committees to help enhance their celebrations. Depending on the community it will depend if there is a cost associated. We encourage the committees to reach out to their communities for these items, as they are often available and will make the event more enjoyable for the attendees.
Promotional material	
Food Vendors on site	
Local/Provincial/Federal organizations	