

Budget Worksheet

Team:

Questions to consider	Cost	Comments
Event fees:		
Is there a registration fee, course fee, or tuition for the event?		
Trainer or Consultant Fees:		
What is the trainer's or consultant's hourly, daily, or weekly fee?		
Does the trainer or consultant charge for preparation time? If so, how much?		
Materials:		
Are there course materials associated with the training? How much do they cost? Does each trainee need a copy, or can they share?		
Will the training require printing or photocopying of materials? If so, how much will these services cost? Are they included in the trainer's fees?		
Will the trainer need audio or visual aids (e.g., flip charts, overhead projector and slides, VCR and TV)? How much will it cost to purchase or rent these items?		