

## Workshop Budget Guidelines

Add 7% PST to all costs

Add 15% gratuity to all costs

Registration charge is \$175 per person.

Registration is \$75 per spouse.

Day registration is \$50 per day

Special course registration is \$100 per workshop registrant

To attend 2-day workshop courses delegate MUST register for workshop.

Budget should be estimated on numbers that you think will attend. Recommend 100 to start. Be conservative in your estimates.

Item	Cost
Wine and Cheese	\$ _____
Coffee	
Monday	\$ _____
Tuesday	\$ _____
Wednesday	\$ _____
Thursday	\$ _____
Lunch	
Monday	\$ _____
Tuesday	\$ _____
Wednesday	\$ _____
Thursday	\$ _____
Dinner	
Monday	\$ _____
Tuesday	\$ _____
Wednesday	\$ _____
Thursday	\$ _____
Speakers	
Monday	\$ _____
Tuesday	\$ _____
Wednesday	\$ _____
Thursday	\$ _____
Annual Dinner	
Dinner costs	\$ _____
Entertainment	\$ _____
Awards	\$ _____

Facility Costs  
Lecture Rooms

Monday	\$ _____
Tuesday	\$ _____
Wednesday	\$ _____
Thursday	\$ _____

Transportation Costs

To City	\$ _____
Between presentation sites	\$ _____

Pictures – produced only for those who wish them and pay	\$ _____
Fishing - prior to workshop	\$ _____
Golf - Prior to workshop	\$ _____

Miscellaneous Costs – List	\$ _____
	\$ _____

Budget should be worked out estimating costs for 80 – 90 - 100 – 110 – 120 delegates.  
Remember that this is an estimate ONLY.