

Scottish Social Services Learning Network West

**Event Title: TBC**

**Date:**

**Anticipated delegate nos. : Based on 50 attending ----- Actual no. delegates**

Expenditure Item	Estimated	Actual
	Exp (Ex VAT) £	Exp (Ex VAT) £
<b>(A) Day Delegate Charges</b>		
Day Delegate Rate		
50 delegates @ £ 28.94pp		
<b>Sub total A</b>	0.00	
<b>(B) Room hire</b>		
Main - if not included in ddr		
Break-out 1		
Break-out 2		
Break-out 3		
Break-out 4		
<b>Sub total B</b>	0.00	
<b>(C) Equipment hire</b>		
Flip chart(s) - if not included in ddr		
OHP(s) x 2 @ xxxx		
Screen(s) - if not included in ddr		
Lectern - if not included in ddr		
PA		
Microphones (inc stand, radio mics etc)		
Engineer (xxx hrs @ £ per hour)		
Lighting		
Staging		
Cables		
Laptop(s)		
Data projector(s)		
<b>Sub total C</b>	0.00	
<b>(D) Registration Services</b>		
Reception service		
Cloak room		

<b>Expenditure Item</b>	<b>Estimated Exp (Ex VAT) £</b>	<b>Actual Exp (Ex VAT) £</b>
<b>Sub total D</b>	0.00	
<b>(E) Catering (if not included in ddr)</b>		
Tea/coffee (XXX @ £     pp)		
Lunch (xxx @ £     pp)		
Water/soft drinks		
Dinner (xxx @ £     pp)		
<b>Sub total E</b>	0.00	
<b>(F) Promotion/Administration/Staff Expenses</b>		
Printing: 450 pages @ £0.15 per page		
Photocopying		
Envelopes (500 @ £0.20)		
Postage (500 @ £0.21 )		
Staff Travel:		
Name 1		
Name 2		
Name 3		
Name 4		
Name 5		
Staff subsistence		
Staff accommodation		
<b>Sub total F</b>	0.00	
<b>(G) Speaker/Facilitator Costs</b>		
Speaker/facilitator fees:		
Speaker (Name)		
Speaker (Name)		
Speaker (Name)		
Speaker (Name)		
Speaker (Name)		
Speaker/facilitator expenses:		
Speaker (Name)		
Speaker (Name)		
Speaker (Name)		
Speaker (Name)		
Speaker (Name)		
<b>Sub total G</b>	0.00	
<b>TOTAL EVENT EXPENDITURE</b>	<b>0.00</b>	

as XXXX

### Notes

Includes 3 x servings tea and biscuits plus 2 course carvery in restaurant or 5 item hot & cold buffet in coffee lounge. Rate drops to xxxx if 70 or more delegates

Main room doubles as syndicate room and covered by ddr

Included for all rooms in ddr  
2 x for syndicates (plus take 1 x from SSSLN West)  
Included in ddr and room charges

Includes speakers+ 1 x table mic  
1 x radio mic, 1 x boom stand, 2 x table mics

Supplied by SSSLN West  
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**Notes**