

# Call Inc. Teaching Event Financial Planning Guide

We (Call Inc.) would our events to be affordable and not prohibitive in nature both for those who hosting and attending an event. Please call us if you would like further assistance. This guide is intended to assist you in your planning.

## Teaching Event Costs:

- **Speaker Fee** \_\_\_\_\_
  
- **Additional Speaker Fee** (“What’s Next?” session, Call Mobilization training, consultation, etc) \_\_\_\_\_
  - a. **Speaker Travel Costs** \_\_\_\_\_
  - b. **Speaker Lodging/Food Costs** \_\_\_\_\_
  - c. **Shipping** (equipment, books, etc) \_\_\_\_\_
  
- **Book Costs:** \_\_\_\_\_ **Cost per book** x \_\_\_\_\_ **Estimated # of Participants** \_\_\_\_\_
  
- **Equipment Needs** (equipment rental, etc. If the event is local, Call Inc. will bring equipment.) \_\_\_\_\_
  
- **Event Food Costs** (preparation, food, supplies) \_\_\_\_\_
  
- **Name Tag & Publicity** (printing) **Costs** \_\_\_\_\_
  
- **Other Costs: Items** \_\_\_\_\_

**ESTIMATED COST TOTAL** \_\_\_\_\_

## Estimate of Possible Sources of Income:

- **Budgeted Funds** \_\_\_\_\_
  
- **Benefactors/Donations**
- **Fundraising**
- **Offering** (During or after an event)
- **Registration Fees:** \_\_\_\_\_ **Ideal Adult Reg. Fee** x \_\_\_\_\_ **Estimated # of Participants** = \_\_\_\_\_