

The International School Choice and Reform Conference

This year's conference was originally set to take place in Fort Lauderdale, Florida, but has since been moved to a virtual format. Therefore, my only anticipated cost will be the registration fee of \$50. See here: <https://web.cvent.com/event/fe373fff-036f-4b5e-b00c-775bb876d707/websitePage?5f1940b-980e-4398-96f6-36681ef5e4a3>

Income	Cost	Quantity	Total
Registration fees			
Member fee	\$50.00	\$0.00	\$0.00
Non-member fee	\$50.00	\$0.00	\$0.00
Student fee	\$50.00	\$1.00	\$50.00
Total registration income:			\$50.00
Workshops			
Member fee	\$0.00	\$1.00	\$0.00
Non-member fee	\$0.00	\$1.00	\$0.00
Student fee	\$0.00	\$1.00	\$0.00
Total workshop income:			\$0.00
Exhibitors			
Large booth	\$0.00	\$1.00	\$0.00
Medium booth	\$0.00	\$1.00	\$0.00
Small booth	\$0.00	\$1.00	\$0.00
Total exhibitors income:			\$0.00
Sponsorship packages			
Gold	\$0.00	\$1.00	\$0.00
Silver	\$0.00	\$1.00	\$0.00
Bronze	\$0.00	\$1.00	\$0.00
Total sponsorship income:			\$0.00
Funding			
Funding	\$0.00	\$1.00	\$0.00
Total funding income:			\$0.00
Total Income:			\$50.00

Conference fixed costs	Cost	Quantity	Total
Admin costs			
Supplies	\$0.00	\$1.00	\$0.00
Stationery / menu cards	\$0.00	\$1.00	\$0.00
Couriers / delivery	\$0.00	\$1.00	\$0.00
Bank Account Set-up/charges	\$0.00	\$1.00	\$0.00
Pre-Conference Venue Visits	\$0.00	\$1.00	\$0.00
Organiser Travel/Accomm/Expenses	\$0.00	\$1.00	\$0.00
Professional event organiser's fixed fee*	\$0.00	\$1.00	\$0.00
Speaker Travel/Accomm/Expenses	\$0.00	\$1.00	\$0.00
Book of proceedings	\$0.00	\$1.00	\$0.00
Speaker/VIP Gifts	\$0.00	\$1.00	\$0.00
Total admin costs:			\$0.00
Tech costs			
Email marketing platform	\$0.00	\$1.00	\$0.00
Website design	\$0.00	\$1.00	\$0.00
Website hosting	\$0.00	\$1.00	\$0.00
Website domain name	\$0.00	\$1.00	\$0.00
Abstract management system	\$0.00	\$1.00	\$0.00
Online timetable	\$0.00	\$1.00	\$0.00
Registration system	\$0.00	\$1.00	\$0.00
Mobile conference app	\$0.00	\$1.00	\$0.00
Total tech costs:			\$0.00
Venue costs			
Venue hire	\$0.00	\$1.00	\$0.00
Furniture rental	\$0.00	\$1.00	\$0.00
Staffing	\$0.00	\$1.00	\$0.00
Total venue costs:			\$0.00
AV costs			
Projectors and screens	\$0.00	\$1.00	\$0.00
PA & microphones	\$0.00	\$1.00	\$0.00
Lighting	\$0.00	\$1.00	\$0.00
Wifi	\$0.00	\$1.00	\$0.00
Laptops	\$0.00	\$1.00	\$0.00
AV technicians	\$0.00	\$1.00	\$0.00
Poster boards	\$0.00	\$1.00	\$0.00
Misc	\$0.00	\$1.00	\$0.00
Total AV costs:			\$0.00
Social event costs			
Room hire	\$0.00	\$1.00	\$0.00
Entertainment	\$0.00	\$1.00	\$0.00
Transport	\$0.00	\$1.00	\$0.00
AV	\$0.00	\$1.00	\$0.00
Total social event costs:			\$0.00
Marketing costs			
Logo	\$0.00	\$1.00	\$0.00
Timetable	\$0.00	\$1.00	\$0.00
Pliers	\$0.00	\$1.00	\$0.00
Advertisements	\$0.00	\$1.00	\$0.00
Signage	\$0.00	\$1.00	\$0.00
Banners /Posters	\$0.00	\$1.00	\$0.00
Photographer	\$0.00	\$1.00	\$0.00
Total marketing costs:			\$0.00
Misc. costs			
Transport	\$0.00	\$1.00	\$0.00
Contingency*	\$0.00	\$1.00	\$0.00
Total misc. costs:			\$0.00
Total fixed costs:*			\$0.00

*Some costs may include fixed and variable elements, e.g. a professional conference organiser may charge a fixed fee and a per-delegate charge.

*Your fixed-cost contingency should be around 15% of your fixed costs

*Your fixed costs should be around 35% of your total costs

Conference variable (per person) costs	Cost	Delegates	Total
Welcome reception	\$0.00	\$1.00	\$0.00
Coffee breaks*	\$0.00	\$1.00	\$0.00
Lunch*	\$0.00	\$1.00	\$0.00
Delegate packs	\$0.00	\$1.00	\$0.00
Name badge	\$0.00	\$1.00	\$0.00
Professional event organiser's per-delegate fee	\$0.00	\$1.00	\$0.00
Registration / credit card fees	\$50.00	\$1.00	\$50.00
Social event	\$0.00	\$1.00	\$0.00
Book of proceedings	\$0.00	\$1.00	\$0.00
Contingency*	\$0.00	\$1.00	\$0.00
Variable Costs:			\$50.00
Total variable costs:*			\$50.00

*Multiply these by servings per day and days of the conference
*Multiply this by days of the conference

*Your variable-cost contingency should be around 15% of your variable costs

*Your variable costs should be around 50% of your total costs