

Appendix 2

Estimated Seminar cost 2017 (per seminar)

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| Venue hire (to be confirmed) | 3,500.00 |
| Catering for 200 delegates (Including staff) | 2,300.00 |
| Audio Visual | 500.00 |
| MC cost | 900.00 |
| Other provisional costs | |
| Promotional materials | |
| Bags | 300.00 |
| Pens | 250.00 |
| Notepads | 300.00 |
| Powerbank | 800.00 |
| Books for raffle | 400.00 |
| Service charge team (to be confirmed) | 2,000.00 |
| Other provisional costs | |
| Barrister | 400.00 |
| Photography (to be confirmed) | 300.00 |
| Total | 11,950.00 |
| Contingency (10%) | 1,305.00 |
| Total | 13,255.00 |

Budget allocate in 2017/18 financial year
15,000.00

Variance (over or under) 1,745.00 Under budget