

Budget planning

Resident Action Day 2024

Project budget	£15,000	Total planned spend	£ 14,644.40
	Remaining budget minus planned spend		£ 355.60
Planned spend			
Activity	Item	Sum	
Publicity	Eventbrite usage	£ 20.00	
Catering	Lunch	£ 1,214.40	
Catering	Lunch utensils	included in events team cost	Estimate
Catering	Teas and coffees	included in events team cost	
Catering	Juices	included in events team cost	
Catering	Heat-proof cups	included in events team cost	
Accessibility considerations	BSL interpreters	£ 1,500.00	
Accessibility considerations	Day Creche	£ 600.00	
Programming	Lego - young guardians stall	£ 60.00	
Programming	Resource printing (incl production fee)	£ 1,500.00	Estimate
Publicity	Comms and design team products	£ 2,500.00	
Programming	Workshop - four million homes	£ 500.00	Estimate
Support team	Security	£ 800.00	
Programming	FYIA workshop	£ 450.00	
Support team	Events team support fee	£ 3,500.00	
Support team	Transportation	included in events team cost	
Support team	Cleaner	£400	
Support team	Food server	£ 400.00	
Equipment	Easels (15)	included in events team cost	
Equipment	Sound equipment (mics, speaker etc)	included in events team cost	
Equipment	Tables and chairs hire	included in events team cost	Esimate
Equipment	Stationery	included in events team cost	Estimate
Comms and engagment	Filiming and Videography for the day	£ 1,600.00	
Catering	Water	£200	
		£ 14,644.40	