

<b>TechCamp Ecuador 2019</b>				
<b>Suggested Budget Worksheet Format</b>				
Description	Units	Cost Per Unit	Total	Notes
<b>Accommodations</b>				
International Participant Lodging (3 nights)	0	\$ -	\$ -	*this also includes lodging for participants who are coming from other cities within hosting country; 60 participants, total, is the recommendation
Trainer Lodging	0	\$ -	\$ -	
<b>Venue</b>				
Venue Rental	0	\$ -	\$ -	
AV Equipment	0	\$ -	\$ -	microphone, speakers, projector for main area
Misc Rental for Tables, Chairs, Speed-Geeking Cocktail Tables, White Boards/Flip Charts, TV or Computer Screens for Displays, Projectors, Additional Laptops	0			*some type of screen/monitor for each breakout group
<b>Transportation</b>				
Transportation to the Venue- local participants	0	\$ -	\$ -	
International Trainer Flights	0	\$ -	\$ -	
Participants' flights (International and non-local Participants)	0	\$ -	\$ -	
	0			
<b>Misc Expenses</b>				
Follow-on Project Funding	0		\$ -	
Local Partner- Admin expenses	0	\$ -	\$ -	*at least 20% of budget MUST be set aside for follow-on programming
Translation- equipment and interpreters	0		\$ -	*Should not exceed 10% of budget
<b>Food</b>				
Lunch on Site Both Days for all participants	0	\$ -	\$ -	*not required everywhere
Coffee Breaks Day 1 and Day 2	0	\$ -	\$ -	
International Participants and Trainer Breakfast & Dinner	0	\$ -	\$ -	
Trainer Dinner night before TechCamp (including IIP staff, Embassy, and Partner organizer)	0	\$ -	\$ -	*all meals must be provided for trainers and international (and non-local) participants- this can either be in the form of group meals, or per diem
Welcome Cocktail/Reception or dinner for all participants and trainers, evening of Day 1	0	\$ -	\$ -	
			\$ -	*not required, not done everywhere
<b>Graphics</b>				
Printing for Graphics, Signs, Banners, Agendas, Notebooks (Example: Large Banner for Main Conference Room, Posters on Easels)	0	\$ -	\$ -	
Photographer/videographer	0	\$ -	\$ -	
				*Often done in-house at no cost by embassy or partner
<b>TOTAL</b>			<b>\$ -</b>	