

ADMINISTRATIVE COSTS FOR EVENTS

Costs as at October 2009. *Please check prior publicising your event that these costs still apply.*

Charge per applicant £3.00

Follow up of unpaid invoices per invoice (approx 10%) £4.00

Admin charge per applicant includes processing of applicant and invoice, postage for acknowledgement & invoice, up to 4 pages details sent out to applicants.

Not included is cost of producing handouts (2p per side of A4), provision of folders, badges etc and stuffing/collating folders and any pre event publicity.

Pre event publicity and application forms can be circulated to whichever list of BABCP members you choose at a cost of 45p per member including postage (2nd Class) and 2 sheets A4. Additional sheets are 2p per A4 side copied.

Attendance at Events by BABCP Staff Members

	per ½ Day	per Full day
Jenny	£110.00	£210.00
Caroline	£60.00	£110.00
Tim	£50.00	£95.00
Anne	£55.00	£100.00
Phil	£55.00	£100.00
Charlie	£105.00	£195.00
Alistair	£45.00	£85.00
Janet	£45.00	£80.00
Tamera	£95.00	£175.00
Ian	£100.00	£190.00
Julie	£40.00	£70.00

Staff attendance is dependent on availability

Travel and overnight accommodation charged at cost: mileage charged at 30 pence per mile