

Items	Euros	Notes
<b>PREPARATION (over 2 years)</b>		
Administration, post & bank charges, stationery		Includes bank transfer fees, accountant charges, etc.
Travel expenses for organisers, volunteers		Meetings with co-financiers, suppliers, airspace or other authorities, etc.
Setting up & maintaining website		Including logo design, hosting, etc.
<b>COMPETITION</b>		
FAI Sanction Fee		See Section 7
FAI Officials (5): Travel, accommodation, meals, daily allowance, car rental		Allow for 2-3 days more than no of comp. days: 500each travel; 80/day each food & lodging; 10/day x 3 jury allowance; 2 cars x 2 weeks rental
Rental of suitable HQ building/rooms/marquee for briefings (180 people+), meeting rooms, scoring room etc.		Local town may offer free use of suitably sized and furnished building.
Rental/buy IT & equipment for HQ, launch, goalfields/target etc		Consider IT requirements, computers, software, printers & wifi, phones/mobiles, noticeboards, giant screens etc. Could be much more if live tracking used, for example.
Road, airspace, turnpoint maps for pilots, team leaders & HQ		Design/artwork & print costs, consider several large examples for HQ and Launch
Tshirts		Count in pilots, team leaders, drivers, staff, volunteers, press, VIPs, sponsors
Trophies, day prizes, gifts for pilots		FAI medals & diplomas provided by FAI free of charge. Consider trophies, champagne, local souvenirs/produce. Local region may provide some goodies, such as pens. Manufacturers may sponsor prizes
Transport		PG comp: transport normally included. Factor 3 buses and/or 6 minibuses. HG comp: transport for staff, press, VIPs, reimburse fuel for volunteers
Medical services (doctor, paramedic, ambulance etc)		Wholly dependent on what is available or can be negotiated locally
Option: Rental & cleaning of portable toilets		
Option: Weather forecasting (presentations, daily soundings etc)		Wholly dependent on what is available or can be negotiated locally
Option: packed lunches or snack/water for pilots/TLs		Allow 3€/flying day/person
Contingency		Improvements to launch, equipment purchase/rental, insurance, extra personnel, Live Trackers rental
<b>PERSONNEL</b>		
Fees for Meet Director, Safety Director, Event organiser, Launch Marshal, Scorer etc.		Increasingly common that key personnel are remunerated for these positions of high responsibility, skill and experience. May also need to cover travel and accommodation/food expenses
Food/expenses for organisers, staff, volunteers, helpers 15 days		Even if all staff are volunteers, it is usual to provide some food, camping fees, T-shirt, reimburse fuel for own transport etc
<b>CEREMONIES &amp; SOCIAL EVENTS</b>		
Opening & Closing Ceremonies		Buffet for 200+ people, music/entertainment, flags, decorations. This is a suggested minimum.
Other social events (bbq, live music evening etc)		According to budget. Local sponsorship may be possible.
<b>MEDIA &amp; PROMOTION</b>		
PR or Press person/services prior to & during event		Local tourist office or local authority people may help. Should have someone handling press during the event.
Official blogger, photographer, video cameraman, film maker		Writing task reports, press releases, providing photos or video footage to news agencies, web tv etc.
Option: Film of the event for promotion of sport, region etc		Making a film for promotional purposes could cost at least 15,000€. See also FAI rules on media rights.
Promotional items: stickers, pens, mugs, postcards etc		According to budget.
Press hospitality, local media coverage, souvenir programme, newsletters, advertising etc		According to need. Grants from local authorities often dependent on seeing a 'return', promoting the sport, tourism etc.

#### TOTAL EXPENDITURE

<b>PROJECTED INCOME</b>
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Items	Euros	Notes
Pilot fees		
Team leader fees		
Grant from local/host town		
Grant from county or region		
Grant from government sport department or similar		
Grant from national Federation or NAC		
Sales of promotional items, productising		
Sponsorship		

#### TOTAL INCOME