

HEA Cohort				
Health Equity Summit Series				
Budget				
Item	Explanation	Budget	Actuals To Date	Event Planning Notes
Meeting Space	<ul style="list-style-type: none"> • HHRC meeting: one 2-hour meeting = \$50 • CLT: one 4-hour community leadership training = \$400 • Summit: large conference room for one 4-hour summit = \$600 • Childcare room for CLT and Summit (excludes HHRC) = \$100 	\$1,345.40	(Recommend keeping track of your expenses in this column to compare to your budget.)	<p>CLT: handpick "community champions" (approx 25) and few business leaders (approx 15) to attend. For room set up, consider a circle of chairs. For times, consider 10am-3pm with a one hour lunch break.</p> <p>Summit: same invitees as CLT and also open it up to the public to attend. For room set up, consider large round tables. For times, consider 1-5pm presentation/workshop followed by a social networking session from 5-6pm.</p>
Food	<ul style="list-style-type: none"> • CLT: \$20 per person for 40 people, includes 1 meal, beverages, snacks, coffee = \$800 • Summit: \$22 per person for 80 people, includes 1 meal, beverages, snacks, coffee = \$1,600 	\$2,560.00		<p>CTL: consider a lunch.</p> <p>Summit: consider heavy apps and fun non-alcoholic drinks.</p>
Childcare	<ul style="list-style-type: none"> • \$75 per hour for 2 people for 4-hour CLT + .75 hr to prepare/meet with parents = 4.75 hours = \$356.25 • \$75 per hour for 2 people for 4-hour Summit + .75 hr to prepare/meet with parents = 4.75 hours = \$356.25 	\$712.50		Childcare will vary depending on number of children and the rate for number of sitters needed. Be certain childcare provider includes liability insurance.
Community Leadership Training (CLT)	One 4-hour training workshop for our affected community leaders in transformational leadership. Requires 2 trainers at \$7,000 per trainer = \$14,000	\$14,000.00		Be sure to make time for role play between the two groups (community champions and business leaders) and have time for both groups to better understand how to communicate with each other.
Incentives	<ul style="list-style-type: none"> • CLT attendees: \$150 per attendee for one 4-hour summit for 25 attendees (out of 40) = \$3,750 • Summit attendees: \$150 per attendee for one 4-hour summit for 25 attendees (out of 80) = \$3,750 • Summit general incentives: drawings for attendance for entire session = \$600 	\$8,150.00		Develop a payment sheet for the attendees to sign off for their payment (name, address, email, phone, signature). Put incentive monies in individual envelopes with attendees' names on the outside. Advise in emails and at event registration to come to registration at the conclusion of CLT and the Summit for their payment. Examples of incentives for Summit raffle drawings: 3 \$50 meat market gift cards; 2 5-punch passes at hot springs for \$200; one iPad at \$300.
Tool Kit	Printing of take away tool kit for the Summit.	\$1,500.00		
Printing and Supplies	Print 100 "Save the Date" postcards for the Summit = \$50; order meeting supplies and any facilitators' supplies needed for the CLT and the Summit = \$350; Summit branded promotional items for attendees = \$600	\$1,000.00		Personally hand out and/or mail postcards to potential Summit attendees. Suggested meeting supplies to order: flip charts, markers, tape, nametags, raffle tickets, pens, clipboards, hand sanitizer, and kleenex (trust us on this one).
Marketing and Advertising	Advertising in community papers for the Summit; work with local paper(s) for press release and/or follow up article about the Summit; regular Facebook posts	\$950.00		The size and frequency of ads depends on the number of local newspapers and their rates.
Event Planning	\$50 per hour to coordinate logistics of HHRC meeting, CLT and Summit, including event registration, marketing, graphic design, attendance at meetings, paying invoices, and tracking budget. 18 hours for meeting days plus 100 hours in preparation and follow-up.	\$5,900.00		
Note Taker	\$35 per hour for note taking during HHRC meeting, CLT, and Summit. Plus 2 hours finalizing notes.	\$446.25		
Key Note Speaker	Key note address at the Summit, includes lodging and travel = \$8,500.	\$8,500.00		Secure your key note speaker before starting anything. We recommend Dr. Nita Mosby Tyler with The Equity Project. Be sure for the Summit's agenda that there is plenty of table interaction planned to engage the community champions and the business leaders. Ideally figure out also how to split up the groups so they aren't sitting together and not engaging/learning from each other.
Translation	For Spanish interpreters: \$65 per hour per interpreter, 10 hours of meetings and networking (excludes HHRC meeting) and \$30 per hour per interpreter for 4 hours round trip travel time for CLT and the Summit = \$1780. For ASL interpreters: \$90 per interpreter per hour per interpreter, 10 hours of meetings and networking (excludes HHRC meeting) and \$90 per hour per interpreter for 4 hours round trip travel time for CLT and the Summit = \$3240.	\$5,020.00		2 interpreters needed for long sessions for both language and ASL interpretation. For ASL, book as soon as possible as the agencies tend to book up quickly. Highly recommend trying to secure RISP's free pilot program services before contracting another ASL agency. Travel expenses may not be as substantial if your venue is located in a metropolitan area.
AV + Live Streaming	AV (wireless mic, PA, projector, screen) for CLT = \$300. AV & live streaming & Facebook videotaping for the Summit = \$700.	\$1,000.00		Consider live streaming the keynote speaker's presentation and videotaping via Facebook to be able to post on your website after the Summit.
Total		\$50,084.15	\$0.00	
		\$0.00		