

Creative Motion Mini-Workshop
Budget Items to consider

Receipts

- Workshop Attendees
- Grants from sponsoring organizations
- Grants from Creative Motion Alliance
- Snack sales

Expenses

- Clinician Expenses
 - Clinician Fees
 - Accommodations
 - Meals
 - Transportation
 - Air
 - Ground
- Site Expenses
 - Custodial fees
 - Equipment usage/rental
 - Room use fee
 - Other
- Publicity/Administrative
 - Printing
 - Postage
 - Name tags
 - Receipts
- Workshop Expenses
 - Materials \$25-\$30
 - Snacks \$15
- Participant Meals (optional)

NOTES ON IMPLEMENTATION

You can save money on Overnight Accommodations
 Seek complimentary rooms through local hotel partners
 Seek workshop participants who can provide accommodations in their home

Materials List

- Washers +
- Cotton String
- Drawing Paper
- Crayons/craypas
- Markers
- Balloons
- Kleenex tissues

Registration Table

- Change (started w/ 5 - \$5 bills)
- Receipts
- Registration Info Sheets
- Name Tags
- Permanent Markers/ pens
- Peppermints
- Lunch order info (optional)
- Local area maps (optional)

Items on Information Table

- Old Extensions
- Windswept Brochures
- Creative Motion Brochures
- Alliance Membership info
- Frank Heller Brochures
- Business Cards
- Books, tapes, CD's, for sale items