

SINGLE COMMITTEE EVENTS

Event Budget Planner

Practical Budget Template with Real-World Cost Examples for Ireland

Irish Society of Chartered Physiotherapists

MyISCP Events Hub

March 2026

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ISCP Event Budget Planner

Practical Budget Template with Real-World Cost Examples

HOW TO USE THIS TEMPLATE

This template includes a blank budget planner (Section 1) and two completed examples with realistic costs for Ireland (Section 2). Use the blank template for your event and reference the examples for typical cost ranges.

SECTION 1: YOUR EVENT BUDGET (Blank Template)

Event Overview

Field	Details
Event Name	
Event Date	
Event Type	
Expected Attendance	
Venue	
Budget Owner	
Budget Approved By	
Budget Code	

Revenue

Source	Expected	Actual	Notes
Member ticket sales			Price per ticket x expected
Non-member ticket sales			
Student ticket sales			
ISCP committee budget allocation			Check with ISCP office
Sponsorship			
Other			
TOTAL REVENUE			

Expenses

Category	Item	Estimated	Actual	Supplier/Notes
Venue	Room hire			Many hospitals provide free
	Room setup/AV charge			
Catering	Tea/coffee/biscuits			Per head cost x attendance
	Lunch/sandwiches			If full-day event
	Water/soft drinks			
	Dietary requirements extras			
Speaker	Speaker fee			Many ISCP speakers volunteer
	Speaker travel			Mileage or public transport
	Speaker accommodation			If overnight needed
	Speaker gift/thank you			
Materials	Printing (handouts, sign-in sheets)			
	Name badges			
	Signage (posters, direction signs)			
	Stationery (pens, notepads)			
Technology	AV equipment hire			If not provided by venue
	Zoom/Teams licence			For hybrid events
	Recording equipment			
Marketing	Design costs			
	Social media ads			
	Postal mailout			
Insurance	Public liability			Check if venue covers this
Other	Parking passes for speakers			
	Miscellaneous/contingency (10%)			Always budget 10% extra
TOTAL EXPENSES				

Budget Summary

Metric	Amount
Total Revenue	
Total Expenses	
Net Result (Surplus/Deficit)	
Cost Per Attendee	Total expenses / attendance
Break-Even Attendance	Total expenses / ticket price

SECTION 2: COMPLETED EXAMPLES

Example A: Small Committee In-Service Event (Free, 30 attendees)

Event: "Shoulder Assessment Masterclass" - Evening in-service, hospital setting

Field	Details
Event Name	Shoulder Assessment Masterclass
Event Date	Wednesday 12 March 2026
Event Type	In-service CPD (2 hours)
Expected Attendance	30
Venue	Beaumont Hospital Education Centre (free)
Ticket Price	Free for ISCP members

Revenue:

Source	Amount	Notes
Member ticket sales	EUR 0	Free event
ISCP committee budget	EUR 350	Annual allocation for this event
TOTAL REVENUE	EUR 350	

Expenses:

Item	Cost	Notes
Room hire	EUR 0	Hospital education centre - free for staff CPD
Tea/coffee/biscuits	EUR 150	EUR 5/head x 30 people - ordered from hospital canteen
Speaker fee	EUR 0	Colleague volunteering their time
Speaker travel	EUR 35	Mileage from Galway (reimbursed at ISCP rate)
Speaker thank you gift	EUR 25	Voucher for local restaurant

Item	Cost	Notes
Printing (sign-in sheets, handouts)	EUR 15	35 copies x 4 pages, printed in department
Signage (4x A4 direction posters)	EUR 8	Colour printing at hospital reprographics
Name badges	EUR 0	Used sticky labels from department
AV equipment	EUR 0	Projector and laptop in education centre
Contingency	EUR 0	Nothing unexpected
TOTAL EXPENSES	EUR 233	

Budget Summary:

Metric	Amount
Net result	EUR 117 surplus (returned to committee budget)
Cost per attendee	EUR 7.77
Actual attendance	28 (93% show rate)

Example B: Student Engagement Half-Day Event (Low-cost, 50 attendees)

Event: "Your First Year as a Physio" - University-hosted student event

Field	Details
Event Name	Your First Year as a Physio - Career Launch Workshop
Event Date	Saturday 25 January 2026
Event Type	Student half-day workshop (3 hours)
Expected Attendance	50 students
Venue	UCD Health Sciences Building (free via university partnership)
Ticket Price	EUR 5 for students, EUR 15 for new grads

Revenue:

Source	Amount	Notes
Student tickets (40 x EUR 5)	EUR 200	
New grad tickets (10 x EUR 15)	EUR 150	
ISCP committee budget	EUR 300	Specifically for student engagement
TOTAL REVENUE	EUR 650	

Expenses:

Item	Cost	Notes
Room hire	EUR 0	Free via UCD Physiotherapy dept partnership
Tea/coffee/pastries	EUR 300	EUR 6/head x 50 - local bakery delivery
3 speakers (all volunteering)	EUR 0	Senior physios, recent grad, ISCP staff member
Speaker travel (2 speakers)	EUR 60	Bus/DART reimbursement
Printing: welcome packs (50)	EUR 75	A4 folder with agenda, ISCP membership info, resources list
Pull-up banner (ISCP branded)	EUR 85	Reusable for future events
Promotional flyers (100)	EUR 40	Distributed to uni departments 4 weeks before
Photography	EUR 0	Committee member taking photos
Raffle prizes (3x ISCP membership)	EUR 0	Donated by ISCP
Contingency	EUR 0	EUR 45 unused
TOTAL EXPENSES	EUR 560	

Budget Summary:

Metric	Amount
Net result	EUR 90 surplus
Cost per attendee	EUR 11.20
Actual attendance	47 (94% show rate)
Student membership sign-ups on the day	12 (26% conversion)

COST REFERENCE GUIDE FOR IRELAND

Typical Catering Costs (2026 prices)

Item	Cost Range	Notes
Tea/coffee/biscuits	EUR 4-6 per head	Hospital canteen is cheapest
Tea/coffee + pastries	EUR 6-8 per head	
Sandwich lunch	EUR 10-15 per head	
Hot lunch (buffet)	EUR 18-25 per head	For conferences
Water + soft drinks	EUR 2-3 per head	

Venue Costs

Venue Type	Cost	Notes
Hospital education centre	Usually free	Book through facilities, not ISCP

Venue Type	Cost	Notes
University lecture theatre	Usually free	Via dept partnership agreement
Hotel meeting room (20-30 ppl)	EUR 150-400	Often waived if you book catering
Conference venue (100+ ppl)	EUR 500-2000/day	Book 6-12 months ahead
Community centre	EUR 50-150	Good for regional events

Print and Materials

Item	Cost	Notes
A4 colour printing (per page)	EUR 0.15-0.30	Hospital reprographics cheapest
Pull-up banner	EUR 70-120	Reusable - one-off investment
A3 poster (colour)	EUR 3-5 each	
Name badges (sticky labels)	EUR 5 for 100	
Branded pens	EUR 0.50-1.50 each	Order in bulk
A4 branded folders	EUR 1-2 each	Order in bulk

Speaker Costs

Item	Typical Cost	Notes
ISCP member speaker fee	Usually free	Colleagues volunteer their expertise
External expert speaker	EUR 200-500	Negotiable; offer CPD, networking, exposure
Mileage reimbursement	EUR 0.30-0.40/km	Use ISCP standard rate
Accommodation (if needed)	EUR 100-180/night	Budget hotel/B&B;
Thank you gift	EUR 20-30	Voucher, book, or small gift

BUDGET APPROVAL PROCESS

- **Draft budget** using this template (4-6 weeks before event)
- **Submit to Committee Chair** for review
- **Get written approval** (email is fine) before committing to any expenses
- **Keep all receipts** - photograph them on the day
- **Submit final budget** (actual vs estimated) within 2 weeks of event
- **Process reimbursements** through ISCP office within 30 days

MONEY-SAVING TIPS

- **Hospital venues are almost always free** for staff CPD - always try this first

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- **University partnerships** can give free venue access for student events
 - **Ask suppliers if they offer a charity/not-for-profit rate** - ISCP qualifies
 - **Reusable materials** (pull-up banners, branded tablecloths) are a one-off cost
 - **Volunteer speakers** are the norm in ISCP - offer CPD points and networking instead of fees
 - **Bulk print** materials for the whole year in one go to get volume discounts
 - **Digital materials** (QR codes linking to PDFs) save significant printing costs
 - **Ask hotel if room hire is waived** if you commit to their catering package

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