

## Budget checklist

DESCRIPTION		COST				Sponsor
		Quantity	No. days	Unit price	Total	
<b>Consultants and international participants</b>						
1	Consultant costs					
2	International participants DSA					
3	International participants travel costs					
4	In-country transport between venues					
5	Hotel rooms					
6	Meals (other than those at the venue)					
7	Other costs for social activities					
<b>Sub-total A (international participants)</b>						
<b>Simulation exercise implementation cost</b>						
8	DSA for national participants who have to travel					
9	Hotel rooms					
10	Meals (other than those at the venue)					
11	Other costs for social activities					
12	Travel costs for national participants					
13	In-country transport between venues					
<b>Sub-total B.2. (National participants)</b>						
14	Conference room(s)					
<b>Sub-total B.3. (Venue)</b>						
15	Lunch					
16	Coffee breaks and refreshments					
<b>Sub-total B.4. (Catering)</b>						
17	Participant stationery (briefing documents, forms, notepads, forms, pens, nametags, tent cards )					
18	Print-outs (plans, SOPs, maps, injects)					
19	Room (flipcharts, markers, Post-its, signage)					
20	Consumables (PPE, disinfectant)					
<b>Sub-total B.5. (Stationery and consumables)</b>						
21	Equipment (e.g. kits, sprayers)					
22	Props/enhancements (e.g. software, other )					
23	IT equipment rental (computers, printers, projectors, sound systems, etc.					
<b>Sub-total B.6. (Equipment)</b>						
24	Security services					
25	Videographer, photographer					
26	Other services (please specify)					
<b>Sub-total - Services</b>						
<b>Sub-total B. (Simulation exercise implementation cost)</b>						
<b>TOTAL COST C.</b>						