

# TOOL

## FACILITATOR / PRESENTER APPLICATION

|   |   |
|---|---|
| <b>Presenter Name(s)</b>                        |   |
| <b>Organization</b>                             |   |
| <b>E-mail</b>                                   |   |
| <b>Phone &amp; Fax Number</b>                   |   |
| <b>Mailing Address</b>                          |   |
| <b>Presentation Type</b>                        | PowerPoint, Role Play, Activities and Exercises, Presentation Style |
| <b>Interaction Level</b>                        | (specify how your workshop is interactive and inclusive)            |
| <b>Target Audience</b>                          | e.g. Aboriginal youth age 14-30                                     |
| <b>Name of Presentation</b>                     |   |
| <b>Date and time of the</b>                     | If more time slots are offered                                      |
| <b>Workshop Summary /<br/>Workshop Abstract</b> | usually limited number of words                                     |
| <b>Equipment</b>                                | audio visual, flip charts etc                                       |
| <b>Room Requirement</b>                         | tables set up, number of seats, etc.                                |
| <b>Presenter(s) Bio</b>                         | usually limited number of words                                     |



# SAMPLE BUDGET FOR DELIVERING NWAC YOUTH VIOLENCE PREVENTION WORKSHOPS

| <b>Total Expenses for one-day Workshop</b><br>(10-15 participants) |                   |
|--|-------------------|
| Room   | \$500.00          |
| Catering   | \$700.00          |
| Audio-Visual (Projector, Laptop Rental)                            | \$300.00          |
| Printing (hand outs)   | \$600.00          |
| Door Prizes  | \$325.00          |
| Workshop Supplies  | \$100.00          |
| Facilitator's Fees (2 facilitators)                                | \$700.00          |
| Elder's Fees   | \$300.00          |
| Travel (optional)  |                   |
| Accommodations (optional)  |                   |
| Per Diems (optional)   |                   |
| <b>Total</b>   | <b>\$3,525.00</b> |

**Note:** The budget you need may depend on what is available in your community. The only thing you absolutely need is the equipment to deliver a power point workshop and print out the fact sheets from the Violence Prevention Toolkit so you could do this workshop in your youth centre at a minimal cost.

