

TOOL

FACILITATOR / PRESENTER APPLICATION

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



SAMPLE BUDGET FOR DELIVERING NWAC YOUTH VIOLENCE PREVENTION WORKSHOPS

Total Expenses for one-day Workshop (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)	
Total	\$3,525.00

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.

