

Expenditure for ActWELL online events

Item	Cost
Postal invitations for ActWELL participants (n=38) -printing and posting by HIC Dundee	£29.64
Email invitation to most participants (n=400 out of 464) -combined cost for setting up and management of postal/email contact by HIC Dundee	£720.00
BCN email invitations to coaches (BCN/ActWELL Team)	£0.00
Email invitations to leisure centres (ActWELL Team)	£0.00
Email invitations of breast screening centres and mobile units (ActWELL Team)	£0.00
Registration management - Eventbrite (ActWELL Team)	£0.00
Event evaluation through Eventbrite and SurveyMonkey (ActWELL Team)	£0.00
Tech support at live events - Cormac Staunton (https://stauntonmedia.ie/) -test, recording best practice; at event tech support, break music	£770.00
Live captioning using Otter.ai (https://otter.ai) -Free one month trial but reduction for Higher Education Institutions also available	£0.00
Zoom pro licence for 2 months -need organisation VAT number to pay	£23.98
Zoom large meeting add-on for 2 months -need organisation VAT number to pay	£80.00
TOTAL COST	£1,623.62
In addition staff hours should be added to the cost See breakdown of staff hours on next page	40 hours

Staff hours (1 person)

Activity	Comment	Estimated hours
Meetings with ActWELL lead during planning stage	Also via email	4
Quotes for tech help x3	3x meetings (various emails)	4
Platform - meeting about MS Teams	1xmeeting	1
Platform - institutional issues around Zoom	1xmeeting and emails	1
Drafting invitations and amendment after team review		1
Drafting evaluation plan and survey and amendments after team review		3
Drafting programme and discussion with team	meetings and email	1
Setting up Enventbrite pages x3 including Monkeysurvey	1xmeeting to test page and link	3
Prepare event PowerPoint Slides		3
Setup Zoom with Otter.ai		1
Liasing with HIC to send invitations to trial participants and arrange payment		1
Prepare mail merge invitations		1
Respond to emails	After invitaitons, during and after events	1
Arrange and attend test event for team		1
Attending events	30 mins. before, 30 mins. after event and survey distribution	9
Write report of events and evaluation survey	Clean evaluation data and import into SPSS, write syntax	5
TOTAL HOURS		40