**Sample Budget Items for a Real-Time STEM + Families Science Festival**

Your PTA should create a budget at the start of this planning process. Use some of the estimated costs below to create your budget.

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| **Expense Description** | **Estimated Cost** |
| **Printing resources**  If your PTA chooses to print and distribute materials for families to use at home, you should plan accordingly for the printing cost. The resource you’d most likely want to print would be the [Materials List](https://www.pta.org/docs/default-source/files/programs/stem/2021/bayer/real-time/materials-list.docx) so families can gather these materials prior to the event, although this is not necessary. | Based off the FedEx/Kinkos estimate of $.05 per piece of paper printed. If you had 100 families = $5.00 |
| **Materials for experiments**  Most of these can be found at people’s homes, but it’s important to consider access and provide resources to families who might not have the ability to purchase the materials they don’t already have. Check out the [Materials List](https://www.pta.org/docs/default-source/files/programs/stem/2021/bayer/real-time/materials-list.docx). | $100-600 |
| **Door prizes**  For example: small gift cards to restaurants or grocery stores to incentivize participation and completion of the survey. | $100 |
| **Online platform**  Your school will likely have a platform you can use to host a virtual event. However, if they don’t, your PTA can purchase one to use temporarily or throughout the year. Check out more information on platforms below. | Varies depending on plan. ~$20-200 |

**Pricing for Online Platforms**

Below are just a few of the online platforms many PTAs are using. Choose the platform that is the best fit for your school community! It’s a good idea to use an existing platform your school has if possible.

**Zoom:** Zoom Meetings starts at $14.99 per month per host for the Pro plan, which can host 100 participants with meeting duration limits of 24 hours. You can get more “hosting” licenses with other plans that are closer to $19.99 per month.

**Microsoft Teams:** This option is great if your school already uses Office 365 products. Otherwise, this is priced per person (varying from $5-20 per month).

**Google Meet:** This is an ideal option if your school uses G Suite products already. Google Meet is bundled with various tiers of G Suite starting at $6 per user per month and goes up to $20 depending on the plan.