# Event Log for cost analysis

Many educational interventions involve some type of preparation or training for school and district staff which should be accounted for in a cost analysis. Such events include workshops, professional development and coaching sessions, orientation and buy-in meetings. Typically, an attendance sheet or log is collected at such events listing the name, role and school or department for each attendee. Cost analysts should ask that **attendance sheets (ideally collected in digital format) also indicate the number of hours each person attended the session** and that additional information is provided to aid the cost analysis. Table 1 below illustrates the types of additional event information that would be relevant for cost analysis, but users should customize this form for their particular event(s).

**Table 1. Information to collect from each implementation event**

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| **Information requested** | **Example entries** |
| Event type/description | One-day workshop to introduce components A and B of Intervention X and how they are implemented in the school. |
| Date | 10/15/2020 |
| # of hours | 8 |
| Location | Danbury, CT |
| # of trainers presenting/facilitating | 2 |
| Total # of attendees | 30 |
| # of principals  | 3 |
| # of instructional coaches | 4 |
| # of teachers | 18 |
| # of other personnel attending (specify roles) | 3 school counselors 2 nutrition staff |
| Space used and whether rented. Rental fees? | Regular classroom space used at Dawson Middle School (not rented) |
| Any special equipment used? | 1 Whiteboard, laptops for each attendee (30 total). |
| Materials needed | 1 Implementation Guide per attendee (30 total). |
| Parking fees - how much and who pays? | $10 for each attendee (30 total). District pays. |
| Travel costs paid: How much? To whom? Who pays? | IRS mileage for each attendee (57.5c per mile). Total mileage paid 600 miles. District pays. Travel costs for trainers included in trainer fees. |
| Travel distance/time | Average time 15 mins per person each way for 28 attendees. 2hrs each way for 2 out-of-town principals. |
| Refreshments provided/reimbursed? | Host school provided light lunch and refreshments totaling $350. |
| Lodging provided/reimbursed: For how many? How much per person? Paid by whom? | 2 principals were lodged for one night each, $129 per person. District paid. |
| Per diem paid: How many? How much per person? Paid by whom? | $66 for each of 2 principals to cover meals and incidentals. District paid. |
| Stipends paid: How many? How much per person? | $100 to each of 2 nutrition staff. |
| Substitute teachers hired: How many? How much per person? | One sub for each teacher (18), $200 each sub. |

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