

## SAMPLE BUDGET FORM

<b>Project Title:</b>						
<b>Producer/s:</b>						
<b>Length:</b>						
<b>Date:</b>						
	<b>Number</b>	<b>Days</b>	<b>Rate</b>	<b>Indirect Costs</b>	<b>Direct Costs</b>	<b>Total</b>
<b>Personnel</b>						
<b>Production</b>						
Executive Producer						
Producer						
Associate Producer						
Director						
Writer						
Script Editor						
Script Consultant						
Set Designer						
Costume Designer						
Art Director						
<b>Talent</b>						
Narrator						
Actor						
Dancer						
Musician						
Other						
<b>Studio</b>						
Assistant Director						
Technical Director						
Unit Manager						
Stage Manager						
Camera Operator						
Audio Operator						
Boom Operator						
Audio Assistant						
TelePrompter Operator						
Videotape Operator						
Video Engineer						
Lighting Designer						
Lighting Director						
Lighting Assistant						
Stagehand/Grip						
Production Assistant						
Make-up Artist						
Still Photographer						
<b>Field</b>						
Videographer						
Sound Recordist						
Boom Operator						
TelePrompter Operator						
Lighting Director						
Electrician						
Grip						
Dolly Grip						
Production Assistant						
Make-up Artist						
Still Photographer						

	Number	Days	Rate	Indirect Costs	Direct Costs	Total
<b>Personnel (Cont'd)</b>						
<b>Remote Truck</b>						
Engineer-in-Charge						
Unit Manager						
Microwave Supervisor						
Satellite Supervisor						
<b>Post-Production</b>						
Transcriptionist						
Dubbing Operator						
Offline Editor						
Online Editor						
Editing Assistant						
<b>Graphics</b>						
Art Director						
Graphic Designer						
Computer Animator						
Electronic Graphics Operator						
<b>Set</b>						
Shop Foreman						
Carpenter						
Painter						
Set Decorator						
Property Supervisor						
<b>Costumes</b>						
Seamstress						
Wardrobe Supervisor						
Wardrobe Assistant						
<b>Music</b>						
Composer/Arranger						
Sound Designer						
Sound Recordist						
Musician						
<b>Learning Ventures</b>						
Instructional Designer						
Teachers Guide Writer						
Teachers Guide Designer						
Instructional Web Designer						
<b>Promotion</b>						
Publicist						
Designer						
Web Designer						
<b>Underwriting</b>						
Corporate Underwriting Associate						
Grant Writer						
<b>Personnel Subtotal</b>				<b>0</b>	<b>0</b>	<b>0</b>

	Number	Days	Rate	Indirect Costs	Direct Costs	Total
<b>Facilities</b>						
<b>Studio</b>						
Studio Set and Light						
Studio Production						
Studio Strike						
Additional Equipment Rental						
<b>Field</b>						
Camera Package						
Sound Package						
Lighting Package						
Dolly Rental						
Additional Equipment Rental						
<b>Mobile Unit</b>						
Remote Truck						
Lighting Truck						
Satellite Uplink Truck						
Satellite Time						
Camera Equipment Rental						
Sound Equipment Rental						
Lighting Equipment Rental						
Staging Equipment Rental						
Additional Equipment Rental						
<b>Post-Production</b>						
Videotape Dubbing Facilities						
Videotape Screening Facilities						
Electronic Graphics						
Computer Animation						
Linear Offline Editing						
Linear Online Editing						
Non-linear Offline Editing						
Non-linear Online Editing						
Audio Recording/Mixing						
<b>Audio Recording</b>						
Recording Studio						
Recording Control Room						
Digital Audio Editing						
Additional Equipment Rental						
<b>Set Construction</b>						
Scene Shop						
Set Storage						
<b>Facilities Subtotal</b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>Tape and Film Stock</b>						
Beta SP - 30						
Beta SP - 60						
Digital Betacam - 40						
Digital Betacam - 64						
HDCam - 40						
HDCam - 64						
DVCam - 40						
DVCam - 64						
Hi-8 - 30						
Hi-8 - 60						

	Number	Days	Rate	Indirect Costs	Direct Costs	Total
<b>Tape and Film Stock (Cont'd)</b>						
VHS						
DAT						
16 mm Film						
35 mm Film						
Film-to-Tape Transfers						
Film Look Processing						
<b>Tape and Film Stock Subtotal</b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>Set</b>						
Set Construction Materials						
Set Painting						
Set Decoration Purchase						
Set Decoration Rental						
Properties Purchase						
Properties Rental						
Furniture Purchase						
Furniture Rental						
<b>Set Subtotal</b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>Costumes</b>						
Wardrobe Purchases						
Wardrobe Rentals						
Wardrobe Construction						
Dry Cleaning						
<b>Costumes Subtotal</b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>Travel</b>						
Lodging						
Air Fare						
Other Transportation						
Parking						
Meals						
Per Diem						
<b>Travel Subtotal</b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>Music and Sound</b>						
Original Music						
Library Music						
Sound Effects						
<b>Music and Sound Subtotal</b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>Licenses and Rights</b>						
Stock Footage						
Archival Photographs						
Other Visuals						
Music						
Other Audio						
<b>Licenses and Rights Subtotal</b>				<b>0</b>	<b>0</b>	<b>0</b>

	Number	Days	Rate	Indirect Costs	Direct Costs	Total
<b>Closed Captioning</b>						
Real Time Captioning						
Pop Up Captioning						
Roll Up Captioning						
<b>Closed Captioning Subtotal</b>				0	0	0
<b>Miscellaneous</b>						
Production Insurance						
Location Permits and Fees						
Catering						
Vehicle Rental						
Still Film Processing						
<b>Miscellaneous Subtotal</b>				0	0	0
<b>Promotion</b>						
Press Kit						
Postcards						
Posters						
Brochures						
Novelty Give-Aways						
Videotape Box Sleeve						
Print Advertising						
Broadcast Advertising						
Direct Mail Advertising						
Billboard Advertising						
Web Site Design						
Web Site Development						
Web Maintenance						
Event Planning						
Event Expenses						
<b>Promotion Subtotal</b>				0	0	0
<b>Education and Outreach</b>						
Instructional Design						
Extended Off-Air Taping Rights						
Teachers Guides						
Viewers Guides						
Student Handouts						
Videotape Distribution to Schools						
Videotape Distribution to Libraries						
Special Screenings						
Web Site Design						
Web Site Development						
Web Site Maintenance						
<b>Education/Outreach Subtotal</b>				0	0	0
<b>Office</b>						
Telephone						
Computer						
Photocopying						
Postage						
Supplies						
<b>Office Subtotal</b>				0	0	0

	Number	Days	Rate	Indirect Costs	Direct Costs	Total
<b>Overhead</b>						
Administrative						
Contingency						
<b>Overhead Subtotal</b>				0	0	0
				<b>Indirect Costs</b>	<b>Direct Costs</b>	<b>Total</b>
<b>SUBTOTALS</b>				0	0	0
<b>TOTAL BUDGET</b>						\$ -