

SAMPLE BUDGET

The following is a recommended breakdown of categories and expense/revenue items to be considered in budget preparation for a project or artistic business plan.

Part 1: EXPENSES

A: ARTISTIC FEES		AMOUNT
Choreographer	<i>Number of X Fee Amount X # months/weeks or flat fee</i>	
Dancers: Rehearsal	<i>Number of X Fee Amount X # months/weeks/hours or flat fee</i>	
Dancers: Performance	<i>Number of X Fee Amount X # weeks/hours or flat fee</i>	
Composer	<i>Usually flat fee</i>	
Musicians	<i>Number of X Fee Amount X # weeks/hours or flat fee</i>	
Costume Designer	<i>Usually flat fee</i>	
Set Designer	<i>Usually flat fee</i>	
Lighting Designer	<i>Usually flat fee</i>	
Guest Artist(s)	<i>Number of X Fee Amount X # weeks/hours or flat fee Actors, Rehearsal Directors, etc.</i>	
Other Artistic Fees	<i>Number of X Fee Amount X # weeks/hours or flat fee Training, Visual Designer, Dramaturg, etc.</i>	
TOTAL ARTISTIC FEES	SUM OF A=	

B: TECHNICAL FEES		AMOUNT
Technical Director	<i>Fee Amount X # weeks/hours or flat fee</i>	
Lighting Director/Stage Manager	<i>Fee Amount X # weeks/hours or flat fee</i>	
Wardrobe Supervisor	<i>Fee Amount X # weeks/hours or flat fee</i>	
Other Technical Fees	<i>Fee Amount X # weeks/hours or flat fee</i>	
Payroll Benefits Expense	<i>Fee Amount X # weeks/hours or flat fee</i>	
Other	<i>List and explain.</i>	
TOTAL TECHNICAL FEES	SUM OF B=	

C: ADMINISTRATION		AMOUNT
Administrator	<i>Fee Amount X # months/weeks/hours or flat fee</i>	
Agent Retainer	<i>Fee Amount X # month or flat fee</i>	
Office Supplies	<i>Photocopying, letterhead, envelopes, etc.</i>	
Overhead	<i>Phone, courier, postage</i>	
Bookkeeping & Audit		
Board Expenses		
Fundraising Expenses		
Memberships & Subscriptions		
Bank Charges		
Other	<i>List and explain.</i>	
TOTAL ADMINISTRATION	SUM OF C=	

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D. CREATION & PRODUCTION		AMOUNT
Studio Rental	<i>Amount X # months/weeks/hours or flat fee</i>	
Royalties or Licensing Fees	<i>Payment to artist(s) or licensing agent(s)</i>	
Music Costs	<i>For rights to work(s) being used in your performance</i>	
Video Costs	<i>For recording, dubbing, purchases, etc.</i>	
Costume Materials, Construction, Maintenance	<i>For use in rehearsal and/or production</i>	
Set & Property Materials & Construction		
Equipment Rentals/Repairs		
Truck Rental, Gas & Oil	<i>To transport production materials to rehearsal and to the theatre</i>	
Set & Equipment Storage		
Other	<i>List and explain.</i>	
TOTAL CREATION & PRODUCTION	SUM OF D=	

E. THEATRE COSTS		AMOUNT
Theatre Rental	<i>Amount X # months/weeks/hours or flat fee</i>	
Technicians	<i>As applicable to the theatre rental contract</i>	
Front of House Personnel & Box Office Manager	<i>As applicable to the theatre rental contract</i>	
Insurance	<i>3rd Party Liability</i>	
Box Office Costs	<i>For tickets, ticket sellers</i>	
TOTAL THEATRE COSTS	SUM OF E=	

F. PROMOTION		AMOUNT
Publicist	<i>Flat fee</i>	
Print Materials	<i>Posters, flyers, postcards, etc.</i>	
Graphic Design Fees	<i>To design above plus print advertisements</i>	
Photo Shoot & Reproductions	<i>Includes cost of photographer</i>	
Advertising	<i>For the performance engagement(s)</i>	
Mailing/Distribution Costs	<i>Of posters, flyers, postcards, etc.</i>	
Programmes		
Receptions/Entertainment		
Video	<i>For archival shoots and dubbing</i>	
Other	<i>List and explain.</i>	
TOTAL PROMOTION	SUM OF F=	

G. CONTINGENCY	<i>Between 2% - 5%</i>	
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H. TOTAL EXPENSES	SUM OF A+ B+ C+D+E+F+G=	
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Part 2: REVENUES

I. GOVERNMENT	APPLICATION DEADLINE	APPLICATION ANNOUNCEMENT OR ✓ AS CONFIRMED	AMOUNT
The Canada Council for the Arts			
Other Federal			
Ontario Arts Council			
Other Provincial			
Municipal/Regional			
Other <i>List</i> .			
TOTAL GOVERNMENT		SUM OF I=	

J. PRIVATE	PENDING OR ✓ AS CONFIRMED	AMOUNT
Foundations	<i>Requires charitable receipting.</i>	
In-Kind	<i>Donated services and goods. This must be represented in the expenses.</i>	
Fundraising: Special Events	<i>Most giving requires charitable receipting.</i>	
Fundraising: Corporate	<i>Most giving requires charitable receipting.</i>	
Fundraising: Private	<i>Most giving requires charitable receipting.</i>	
Other	<i>List</i>	
TOTAL PRIVATE	SUM OF J=	

NOTE: Most private giving requires the recipient organization to be a charity. If you do not have charitable status, you may be able to develop an agency agreement between you and a charitable organization. This requires careful review of the charitable regulations and approval from the charity's board of directors.

K. EARNED	PENDING OR ✓ AS CONFIRMED	AMOUNT
Performance Fee(s)		
In-Kind	<i>Donated services and goods. This must be represented in the expenses.</i>	
Box Office # of seats X # of performances X attendance %	<i>Net ticket sales based usually on 55 - 65% attendance.</i>	
Other	<i>Such as advertising in programmes, etc.</i>	
TOTAL EARNED	SUM OF K=	

L. GRAND TOTAL REVENUES	SUM OF I+ J+K =
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SURPLUS / (DEFICIT)	<i>L minus H=</i>
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