

SAMPLE BUDGET TEMPLATE

from page 55 of Lyn Wallis' book "In Good Company" Currency Press, 2005

INCOME	DESCRIPTION			\$
Box Office	17 shows x \$24 avg. tix price x 40% capacity	17 shows	\$24 per ticket @ 52%	\$20,155.20
Programs	17 shows x 10 prog sold per show x \$2	17 shows	10 programs @ \$2	\$340.00
Sponsorship	cash sponsorship/grant funds			\$1,000.00
La Boite contribution	donation towards pre-production costs			\$1,000.00
TOTAL INCOME				\$22,495.20
EXPENSES				
Venues				
Rehearsal	4 weeks x \$100 per week	4 weeks @	\$100	\$400.00
Theatre hire	provided by La Boite.	3 weeks @	\$0	\$0.00
Insurances				
Public Liability	obtain quote			\$400.00
Personnel				
Set build	rostra build			\$400.00
Artists fees*	actors, designer, director etc.			\$500.00
Crew	bump in/out			\$200.00
Production				
Set				\$1,000.00
Props				\$250.00
Costumes				\$500.00
Lighting	equipment hire			\$200.00
Sound	consumables			\$100.00
Freight/travel	ute hire, bump in/out			\$150.00
Marketing & Publicity				
Design	postcards, invitations, e-flyer			\$250.00
Printing	postcards, flyers, posters			\$1,000.00
Distribution				\$200.00
Postage	invitations, special offers			\$300.00
Advertising	street press			\$250.00
Photography				\$200.00
Publicity Consumables	mailing, faxing, couriers etc			\$300.00
Hospitality				
Opening Night	food and beverage catering/ entertainment			\$200.00
Royalties				
Playwright	10% of box office	10% of box office		\$2,015.52
Music	Obtain APRA quote - 1% of box office	1% of box office		\$201.55
Archiving				
Video Recording	videographer fees & consumables			\$50.00
Miscellaneous				\$30.00
Contribution to La Boite				
taken from box office	30% of box office income calculated weekly over a	3 week season	30%	\$6,046.56
TOTAL EXPENSES				\$15,143.63
plus contingency	10%			\$16,658.00
PROFIT/LOSS				\$5,837.20

* for suggested profit distribution amongst artists we recommend referring to the profit-share model as outlined on page 63 of Lyn Wallis' "In Good Company" Currency Press, 2005