

## SAMPLE RECRUITMENT BUDGET WORKSHEET

<b>Recruitment Budget Worksheet</b>	
Date: _____ / _____ / _____	
Recruitment Period: _____ / _____ / _____ through _____ / _____ / _____	
Estimated Total Recruitment Budget for Period: \$ _____	
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<b>A. PROMOTION/PUBLICITY</b>	
1. Promotional Materials	
a. Talent fee (i.e. graphic artist, photographer, writer, video) \$	
b. Printing (display ads, brochure, flyer, duplication) \$	
c. Materials (stationary, envelopes) \$	
d. \$	
<b>Total Materials: \$</b>	
2. Advertising (list each journal or other media used)	
a. \$	
b. \$	
c. \$	
d. \$	
<b>Total Advertising: \$</b>	
3. Professional Recruitment Assistance (recruitment firms, candidate sourcing services, etc.)	
a. \$	
b. \$	
c. \$	
<b>Total Recruitment Professional Assistance: \$</b>	