

Event Name:

Event Date:

Festival Budget Worksheet:

Income:

Registration Fees: \$ _____ per student X _____ students = \$ _____

Donations: \$ _____

Other (Specify): _____

Total Projected Income: \$ _____

Expenses:

Mailings: \$ _____ Notes: _____

Guest Artists*: \$ _____ Notes: _____

Accompanists: \$ _____ Notes: _____

Sheet Music: \$ _____ Notes: _____

Food/beverage: \$ _____ Notes: _____

Concert Hall Reservation: \$ _____ Notes: _____

Physical Plant: \$ _____ Notes: _____

Fine Arts Institute Fee: \$ _____ Notes: _____

Other _____: \$ _____ Notes: _____

Other _____: \$ _____ Notes: _____

Other _____: \$ _____ Notes: _____

Total Projected Expenses: \$ _____

Profit: *Projected Expenses must not exceed Projected Income*****

Projected Income (\$ _____) - Projected Expenses (\$ _____) = (\$ _____)

Guest Artists require a contract through the Dean's Office. Submit a Guest Artist Contract Information Form to the Director's Office.

This worksheet is designed as a basic template. Feel free to type your own or attach further information to this one.