

EVENT BUDGET WORKSHEET

It is essential to know the cost of each program or event sponsored by a chapter - especially if you plan to ask for support from members, businesses, government agencies, or foundations. Listed below is the information you will need to estimate an event's cost accurately.

EXPENSES

Space rental (may include sexton's or janitor's fees) _____

Equipment rental (risers, sound system, AV equipment, etc.) _____

Food/refreshments

Number of persons: _____ @ \$ _____ per person _____

If using caterer, add 18% gratuity for wait staff.)

Meals for artist(s) (breakfast, lunch, dinner, etc.) _____

Program

Artist(s)/presenter(s)' fee _____

(If not an all-inclusive fee, include cabs, travel, and housing.)

Performance rights fees (paid to ASCAP or BMI) _____

Decorations _____

Liability insurance¹ _____ 0.00

Publicity _____

Graphic design of announcements, posters _____

Printing of announcements, posters, tickets, and programs _____

Postage _____

Publicity materials (press releases, photos, CDs) _____

Photographer for event _____

Complimentary tickets _____

Telephone and fax _____

Miscellaneous _____

Contingency fund (15-20% of total) _____

TOTAL ESTIMATED EXPENSES: _____

¹ Provided by National AGO. See Section VI for details.

INCOME

Ticket sales	_____
Advertising in program book	_____
Collection at event	_____
Donations and grants	_____
Indirect gifts ²	_____
TOTAL ESTIMATED INCOME:	_____

2. Indirect gifts include volunteer time, donated use of instruments or concert sites (for instance, churches), refreshments, printing, graphic design - anything that is given. It is important to keep track of indirect gifts. This information can be useful in your public relations and also in securing grants and gifts from other sources.