

Special Events Budget (for a concert or performance)

INCOME

Promotional Contributions or Underwriting \$ _____

Ticket Sales (number of performances x anticipated \$ _____

Attendance per show @ _____ per ticket*)

Concession sales

Programs \$ _____

Tee shirts \$ _____

Buttons \$ _____

Food \$ _____

Beverages \$ _____

Valet Parking \$ _____

TOTAL Concessions \$ _____

Booth Rentals _____ booths @ \$ _____ \$ _____

Anticipated Total Income \$ _____

EXPENSES

Production Expenses

Hall Rental—rehearsal &

Performance** \$ _____

Utilities \$ _____

Equipment Rentals \$ _____

Materials for Booths \$ _____

Box Office Fee \$ _____

Ticket printing Fee \$ _____

Ticket Sellers (if not volunteers) \$ _____

Ushers \$ _____

Security Guards \$ _____

Technical Crew \$ _____

Sound and Light Crew \$ _____

Insurance \$ _____

Forklift \$ _____

Other vehicle rentals \$ _____

Port-a-potties \$ _____

Fees and Permits \$ _____

Total Production Expenses \$ _____

Talent-Related Expenses

Travel and per diem \$ _____

Freight & shipping for

Equipment/instruments	\$ _____	
Meals for ____ people @		
\$ _____ per day	\$ _____	
Flowers/complimentary gifts	\$ _____	
Local travel to and from event	\$ _____	
Union, music rights, or other required fees	\$ _____	
Total Talent-Related Expenses		\$ _____

Promotion Expenses

Graphic design/poster & flyers	\$ _____	
Publicists' fees (if hired)	\$ _____	
Advertising	\$ _____	
Public service announcements	\$ _____	
Photography	\$ _____	
Postage & messengering	\$ _____	
Program production & printing	\$ _____	
Tee shirt printing	\$ _____	
Total Promotion Expenses		\$ _____

Other Event Expenses

Decorations	\$ _____	
Food for crew	\$ _____	
Beverages for crew	\$ _____	
Local transportation	\$ _____	
Volunteer recognition	\$ _____	
Liquor license	\$ _____	
Contingencies @ 5-10%	\$ _____	
Total "Other Event" Expenses		\$ _____

Administrative Expenses

Staff salaries @ ____% time (\$ _____ FTE)	\$ _____	
Stationery & supplies	\$ _____	
Telephone	\$ _____	
Total administrative expenses		\$ _____
Total Expenses		\$ _____

Net Profit		\$ _____
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- Remember that some seats will be filled by guests with complimentary tickets so that even if you "sell out," you will not earn income from all seats filled

**May be rented for a flat fee or for a percentage of your ticket sales

