

Program 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 insurance ¹	_____
☺	
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:	_____

¹Provided by National AGO. See page 97.

INCOME

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