



Connecting artists to opportunities to make a living

## In the Know: Budget

### ACTIVITY QUESTIONS

This will help you fill out the COA Budget template and with the Nexus question:

- How will you use these funds to produce your event?

### EXPENSES

Check off what expenses you may have for your proposed project. Estimate a cost if you can.

✓	Expense	Category	Est. Cost	Notes
	Venue	Space Fees		
	Rehearsal space	Production		
	Staff - you & your team	Admin Fees	\$20-25/hr	
	Staff - day of	Admin Fees	\$20-25/hr	
	Door Assistant(s)	Admin Fees	\$20/hr	
	Bartender (s)	Admin Fees	\$20-25/hr	
	Security	Admin Fees	\$35-40/hr	
	Parking Assistant(s)	Admin Fees	\$20/hr	
	Music	Artistic Fees	\$50-\$300/hr	
	Visual artists	Artistic Fees	\$35-\$75/hr	
	Performing artists	Artistic Fees	\$50-\$100/hr	
	Sound Equipment	Equipment		
	Lighting Equipment	Equipment		
	Photographer	Artistic Fees	\$50-\$200/hr	
	Videographer	Artistic Fees	\$50-\$200/hr	



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	Advertising	Marketing		
	Printed promo materials (posters, flyers)	Marketing		
	Merch	Supplies and Materials		
	Insurance	Insurance		
	ASL interpreter	Admin Fees	\$65-100/hr	
	Spanish translator services	Admin Fees	\$65-100/hr	
	Printed supplies (badges, map, booklets, signage)	Supplies and Materials		
	Moving truck for transportation	Equipment	\$50-\$150	
	Drinks and food	Supplies and Materials		
	Additional bathrooms	Production	\$150-\$400	
	Buildout (stage, set pieces)	Production		
	Additional/Notes:			



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**INCOME**

Check off what income you may bring in for your proposed project. Estimate the amount.

✓	Income	Category	Est. Amount	Notes
	Ticket Sales	Earned Income		
	Donations	Earned Income		
	Sponsorships	Unearned Income		
	Personal Investment	Unearned Income		
	Merch sales	Earned Income		
	Vendor Fees	Earned Income		
	Art Sales	Earned Income		
	Additional/Notes:			



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**IN-KIND**

Brainstorm the types of in-kind supplies & services that can be donated for your project. Give them a \$ value.

<b>In-Kind</b>
What resources are already available to you now? EX: Your friends want to volunteer
What in-kind partners do you need to reach outside of your network? EX: You need paint for a workshop. What companies can you reach out to?
What can you offer as a trade of equal value? EX: How will sponsors be recognized at your event?



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✓	In-kind	Category	Est. Value	Notes
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	Rehearsal space	Production		
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	Staff - day of	Admin Fees	\$20-25/hr	
	Door Assistant(s)	Admin Fees	\$20/hr	
	Bartender (s)	Admin Fees	\$20-25/hr	
	Security	Admin Fees	\$35-40/hr	
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	Advertising	Marketing		
	Printed promo materials (posters, flyers)	Marketing		
	Merch	Supplies and Materials		
	Insurance	Insurance		
	ASL interpreter	Admin Fees	\$65-100/hr	
	Spanish translator services	Admin Fees	\$65-100/hr	



Almost Real Things



# Community Amplifier

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	Printed supplies (badges, map, booklets, signage)	Supplies and Materials		
	Moving truck for transportation	Equipment	\$50-\$150	
	Drinks and food	Supplies and Materials		
	Additional bathrooms	Production	\$150-\$400	
	Buildout (stage, set pieces)	Production		
	Additional/Notes:			