

Budget Form for Regional Festivals

Festival Year: _____

Festival Dates: _____

Festival Site: _____

Current Regional Funds: _____

Festival Director Name(s): _____

Address: _____

Phone: _____

Email: _____

PofA Members

Registration Price:

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Meals & Housing:

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Total Package Cost (PofA members):

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* If meals and/or room are "on their own" please explain the arrangements here:

*Please note that non-members should be advised that joining PofA before registering guarantees the member price of registration and the non-member cost should be **at least the cost of PofA membership plus \$10** to encourage people to join.*

PofA Non-Members

Registration:

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Meals & Housing:

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Total Package Cost for non-members:

--

Total participants needed to break even:

--

Total Income:

--

Total Expenses:

--

Anticipated Surplus:

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Other Staff Members (if you know them at this time):

Any other significant information about this festival and its budget you wish to tell the Budget & Finance Committee:

Person submitting this budget:

Date Submitted:

Date approved by Budget & Finance Committee:

Board of Directors:

Signature of PofA President or Board Representative:

A final budget report must be submitted for the next festival budget to be approved.

Festival Budget Year:

INCOME	Quantity	BUDGET	ACTUAL
<i>Seed Money amount and source</i>			
4118 Advertising			
4115 Registration			
4116 Ticket Sales			
4200 Store Income			
4212 Festival Merch/T-Shirts			
Lodging			
Meals			
4300 Corporate sponsorship amount/source			
Special Programming			
4590 Miscellaneous			
TOTAL INCOME			

Festival Budget Year:

EXPENSES	Quantity	BUDGET	ACTUAL
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Festival Lodging

Registrants			
Admin Staff			
Early & Extra			
Performers			

Meals

Registrants			
Performers			

Presenter Fees

Performers			
Workshop Presenters			
Special Presenters			
SLAM Performers			

Travel Expenses

Directors			
Performers			
Special Presenters			
Artistic Committee			

Subsistence

Directors			
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Registrations

Directors			
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Stipends

Festival Directors			
Business Manager			
Artistic Committee			
Workshop Director			
Staff			
Stage Manager			
Stage Tech			
Exhibit			
Graphic Artist (logo, etc.)			
Webmaster			

Festival Transportation

Airport/Venue			
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Facility Rental

Rooms			
Theaters			

Equipment Rental

Theater Tech			
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Publicity

Ads			
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Printing

Festival Program			
Festival Merch/T-Shirts			

Technical Support

Website			
Online Component			

Content Providers

Videographer			
Photographer			
Films			
General Supplies			

Puppetry Store

Manager			
Equipment			
Insurance			

Fees

Banking Fees			
Registration Fees +			

Repayment of Seed Money

TOTAL EXPENSES			
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