# 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 insurance1 0.001

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 page 97.

INCOME

Ticket sales

Advertising in program book

Collection at event Donations and grants Indirect gifts2

TOTAL ESTIMATED INCOME: