

A. Estimated expenses:

estimation	follow-up	notes
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1. WAGES, SALARIES, ADDITIONAL EMPLOYER'S COSTS, ETC

director / coreographer			
playwright / dramaturge			
actors, performers			
set designer, costume designer / scenographer			
lighting designer, sound designer, video designer			
production manager, stage manager			
composer, musicians			
publicist / PR manager			
graphic designer, photographer			
make up artist, property master			
stage, lighting, video and sound technicians			
ticket sales staff, ushers, extra workers			
	wages total		
	employer's costs (insurances, pensions, etc)		xx % of wages
personal working grants paid to: _____		(same as B1 below - no taxes, etc)	
	A 1 TOTAL		

2. ROYALTIES / COPYRIGHT

any VAT to pay? (*

play, script, text			
music (gramex, etc.)			
tv, video, visual arts			
other, miscellaneous			
	A 2 TOTAL		

3. MATERIALS, EQUIPMENT, MAINTENANCE / REPAIRS

any VAT to pay? (*

set / scenography production			
costumes acquisition			
property acquisition			
make up, wigs, etc.			
lights, sound, video			
other, miscellaneous			
	A 3 TOTAL		

4. COMMUNICATION, PR, MARKETING

any VAT to pay? (*

advertising in newspapers			
marketing campaign 1			
printed (posters, flyers, brochures, booklets, etc)			
mailing (regular clients, campaign)			
press conference			
marketing campaign 2			
web tv & web radio programme production			
miscellaneous			
	A 4 TOTAL		

5. OTHER PRODUCTION COSTS

any VAT to pay? (*)

transportation			
rents, rentals			
premiere & closing ceremonies			
video documentation			
buffet or café acquisition			
cleaning, other house management			
insurances (staff/equipment/audience) - (***)			
production management in general			1st version = eg. 5% / total budget?
A 5 TOTAL			

ESTIMATED EXPENSES TOTAL

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B. Estimate of financial resources / Funding plan

1. FUNDRAISING, GRANTS, ETC

	applied	admitted	notes
own production money / own financing			board decision made?
grants from state		decision date?	
grants from province / region			
grants from municipality			
grants from private foundations			
other applied grants		will be applied / dates	
personal working grants of: _____		(same as A1 above)	
sponsoring, donations			
B 1 TOTAL			

2. TICKET INCOME / BOX OFFICE, OTHER SALES

	estimated	follow-up	
ticket sales (___ perf. x ___ spect. x ___ €) (**)			
buffet / café sales			
spinoff / by-product sales / merchandise			
other's advertisement in our brochure (sold space)			
other, miscellaneous (what?)			
B 2 TOTAL			

ALL INCOME TOTAL

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(* VAT (value added tax) - check from the administrator/treasurer

(** the estimated average price

(*** registered association? free group? - please ask the insurance companies if you don't have any ready