

## **Budget Form for Regional Festivals**

Region: \_\_\_\_\_

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:

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Total participants needed to break even:

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Total Income:

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Total Expenses:

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Anticipated Surplus:

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

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

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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:**

<b>EXPENSES</b>	<b>Quantity</b>	<b>BUDGET</b>	<b>ACTUAL</b>
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**Festival Lodging**

Registrants			
Admin Staff			
Early & Extra			
Performers			

**Meals**

Registrants			
Performers			

**Presenter Fees**

Performers			
Workshop Presenters			
Special Presenters			
SLAM Performers			
PDTAT Presenters			
Pot Pourri MC			

**Travel Expenses**

Directors			
Performers			
Special Presenters			
Artistic Committee			
Staff			

**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			
<b>General Supplies</b>			

**Puppetry Store**

Manager			
Equipment			
Consignors			
Supplies			
<b>Insurance</b>			

**Fees**

Banking Fees			
Registration Fees +			

**Repayment of Seed Money**

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**Miscellaneous**


**TOTAL EXPENSES**

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