

**NAME OF GROUP ("INTERMEDIARY")**

**NAME OF EVENT**

Date(s) of Event

**BUDGET**

REVENUE for the Event	SubTotals	Totals
<b>Earned Revenue</b>		
Ticket Sales		
Entry Fees		
Product Sales		
Sponsorships		
Concession		
Donations		
Draw / Raffle	_____	-
<b>Grants</b>		
OCAC CSA (as requested)		
Other Grants	_____	-
<b>TOTAL REVENUE</b>		-
<b>EXPENSES for the Event</b>		
Venue Rental		
Instructor Fees		
Musicians / Entertainment Fees		
Technician Fees		
Other Fees		
Honoraria		
Artist Accommodation		
Licenses		
Liquor		
Royalties		
Music Licenses		
Lottery / Gambling	_____	-
Event Liability Insurance (only if purchased for a single event)		
<b>Printed Materials</b>		
Scripts		
Music Scores		
Workshop Material		
Tickets		
Signage		
Labels		
Programmes	_____	-
<b>Advertising</b>		
Posters		
Handbills		
Social Media		
Print Media		
Radio Media	_____	-
<b>Production Materials</b>		
Exhibit Materials		
Décor		
Supplies		
Equipment Rental		
Set Construction		
Costumes		
Props	_____	-
Concession Supplies		
Refreshments		
Prizes or Awards		
Transportation		
Miscellaneous		
<b>TOTAL EXPENSES</b>		\$ -
<b>NET (PROFIT OR LOSS)</b>		\$ -