

POLICY CS-21
SPECIAL EVENT POLICY

APPENDIX J – EVENT BUDGET TEMPLATE

Below is a budget template that you can use to help track your revenues and expenses:

EXPENSES

Site	Cash	In-Kind
Facility / Venue Rental		
Portable Toilets		
Electricity / Generators		
Tents, Tables and Chairs		
Miscellaneous Site Prep		
Entertainment	Cash	In-Kind
Entertainers		
Accommodations		
Transportation		
SOCAN ¹ Fees		
Backstage Set-up		
Publicity	Cash	In-Kind
Advertising		
Printing		
Signage		
Other		
Refreshments	Cash	In-Kind
Staff/Volunteer Meals		
Green Rooms		
Hospitality Riders		
Ice		
Stage Production	Cash	In-Kind
Lights, Stage, Sound		
Other		
Miscellaneous	Cash	In-Kind
Photography		
Event Tickets		
Professional Services	Cash	In-Kind
Professional Security		
Saint John Ambulance		
RCMP		
Other		
Total Expenses:		

¹ SOCAN (the Society of Composers, Authors and Music Publishers of Canada) is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and international music creators and publishers. SOCAN administers the Copyright Act of Canada, according to which, any public performance of copyright-protected musical works requires a license. More info at www.socan.ca.

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REVENUES

Registration / Ticket Sales	Cash	In-Kind
Day 1 Sales		
Day 2 Sales		
Weekend Sales		
Sponsorships	Cash	In-Kind
Sponsor A		
Sponsor B		
Sponsor C		
Exhibitors/ Vendors	Cash	In-Kind
Other Revenue	Cash	In-Kind
Total Revenues		

Net Income (Loss)	
*Cash Revenues – Cash Expenses	