Budget sheet

What the day costs, split so you can see what is built once and what is paid each day.

How to fill it in

1. List every cost under one of six headings.
2. Add a contingency line before you show the total to anyone.
3. Show the total with and without tax, and the cost for each participant.

Costs Amounts are left empty in the example on purpose · Heading: Built or bought once · Rented for each day · Crew · Venue and site · Food and drink · Photo and film

#	Item	Heading	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Contingency A percentage, agreed before the day

Cost for each participant The number finance will ask for

Before you move on

- [ ] Every cost sits under one heading.
- [ ] The contingency is a line, not a hope.
- [ ] The total is shown before tax and after it.

THE RULE

Split what you build once from what you pay each day. A second day should cost far less than the first.

Source: GoldinKollar · how we plan and run our own team days and activations

Budget sheet

Worked example

The example is made up, to show a filled template: a delivery company marking its tenth anniversary. Replace it with your own.

Costs

Amounts are left empty in the example on purpose

#	Item	Heading	Amount
1	Station sets and props	Built or bought once	
2	Sound, screens, shade	Rented for each day	
3	Facilitators and marshals	Crew	
4	Lunch and water for 170	Food and drink	
5	Film of the day and five short clips	Photo and film	

Contingency

A percentage, agreed before the day

Ten percent of what is built or bought once.

Cost for each participant

The number finance will ask for

Total divided by 160.