# SDA Proposed Standard Regional Festival Budget
## YEAR

**EXPENSE**                                                                15/08/2019

Sask Drama Associaiton **Region # - [LENGTH OF FESTIVAL]** [

| Personnel | Budget | | Revised | | Difference ($) | | Difference (%) |
|---|---|---|---|---|---|---|---|
| Front of House Adjudiator | | | | | $ | | - |
| Front of House Adjudicator Expenses | | | | | $ | | - |
| Back Stage Adjudicator | | | | | $ | | - |
| Back Stage Adjudicator Expenses | | | | | $ | | - |
| Stage Coordinator | | | | | $ | | - |
| Stage Coordinator Expenses | $ | - | $ | - | $ | | - |
| | | | | | | | |
| Operating | Budget | | 1 | | Difference ($) | | Difference (%) |
| Program Printing | | | | | $ | | - |
| Awards | | | | | $ | | - |
| Venue Rental | $ | - | | | $ | | - |
| Postage/Courier | | | | | $ | | - |
| Equipment Rental | | | | | $ | | - |
| Janitorial Services | | | | | $ | | - |
| Technical Services | $ | - | $ | - | $ | | - |
| Advertising | $ | - | $ | - | $ | | - |
| Name Tags/Wrist Bands/Other | | | | | $ | | - |
| Miscellaneous (gifts, refreshments) | | | | | $ | | - |
| Telephone | $ | - | $ | - | $ | | - |
| Maintenance/Repairs to Trophies | $ | - | $ | - | $ | | - |
| Shipping | $ | - | $ | - | $ | | - |
| Other | $ | - | $ | - | $ | | - |
| Total Projected Expenses | | | $ | - | $ | | - |

## Choose A. or B. Below:

### A.  Projected Revenue (Per Play Fee)

| Projected Revenue | Budget | | Revised | | Difference ($) | | Difference (%) |
|---|---|---|---|---|---|---|---|
| $ Fee /play  X 6# Plays = | | | | | $ | | - |
| $ Fee/play X # of Plays (subsequent) = | $ | - | $ | - | $ | | - |
| Estimated Gate (ticket Sales) = | | | | | $ | | - |
| Estimated Donations = | | | | | $ | | - |
| Total Projected Revenue | $ | - | | | $ | | - |

### B.  Projected Revenue (Per Participant Fee)

| Projected Revenue | Budget | | Revised | | Difference ($) | | Difference (%) |
|---|---|---|---|---|---|---|---|
| Fee/participant X # of Participants = | $ | - | $ | - | $ | | - |
| Estimated Gate (ticket Sales) = | $ | - | $ | - | $ | | - |
| Estimated Donations = | $ | - | $ | - | $ | | - |
| Total Projected Revenue | $ | - | $ | - | $ | | - |

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## YEAR

| Projected Profit Distribution | | |
|---|---|---|
| Projected Revenue | | |
| Projected Expenses | | |
| **Project Profit** | $ | - |

## NOTES:

1. FOH and Backstage Adjudicators are paid $225.00 per day.
2. FOH and Backstage Adjudicators are paid $.32/km + hotels and meals where applicable.
3. The Stage Coordinator's pay varies from region to region. For example, Some regions pay a flat rate of $50, $100, or $150 or are paid the same as the adjudicators. Generally, Stage Coordinators are not paid extra for work done prior to or after the actual festival days. In some regions, this is a volunteer position. See the Festivals Handbook for more information.
4. All Regional Festival Programs are printed and shipped to each Region from the Provincial Office. Average cost is $75.00 to $100.00 depending on the number of plays per festival.
5. Awards may be provided by the Region, however,they must be distributed as described by SDA. See your Awards List for more information as to the type of award, i.e., plaque or medallion.
6. Certificates of Merit are printed and distributed to each Production after the conclusion of the Regional Festival.
7. Social/Banquet Fees and Workshop Fees (Not Production Workshops) are a separate Fee and are not included in the Play or Participant Fee in the above Budget.
8. Social/Banquet and Workshop Fees should not exceed the actual cost. These are cost recovery programs only. Any large surplus realized by under spending the fees charged will be redistributed back to each particiapting group unless otherwise decided by Motion at the Regional Meeting.
9. Social/Banquet fees do not include any Meal Plan or Concession provided by the Host School/Facility.
10. Projected Revenues must cover or exceed Projected Expenses.
11. All Festival Personnel plus Workshop Personnel, etc. are contracted through the SDA Provincial Office.
12. Cost of Awards (plaques and medallions) is usually $325.00. Check with Provncial Office.
13. Postage/Courier cost is usually $75.00 to $100.00.
14. Consult the Festivals Handbook and/or the Festivals Chair for Guidelines on Renting Equipment.
15. Traveling Trophies are Permanent Plaques or Trophies provided by Region.

| Profit Distribution - Region #: | | |
|---|---|---|
| Percentage Distribution as decided by Regional Directors. Please indicate below: | | |
| Best Overall Production | 50% | Social/Banquet Fee: |
| Host School | 50% | $ Fee Per Person |
| Joint Host | | |
| Mary Ellen Burgess Winner | | |
| Bob Hinit Winner | | |
| Other | | |
| | | |
| Total | 100% | |