

## Example Budget for Art All Night-X

### Cash Expenses\*

Item	Year 1	Year 2	Year 3
<i>Staff Expenses</i>			
Salary for 1 employee for 6 months to produce Art All Night called the Event Organizer			
Costs of managing the Event Organizer and the grant paperwork			
Work that is done by the organization to produce AANM that is not done by the new employee. Examples might include: managing the Art All Night grant, graphic design and website, legal work, attending high level meetings with the City or potential funders.			
<i>Staff Expenses Subtotal</i>			
<i>Event Expenses*</i>			
Volunteer Needs - day care, meals			
Insurance			
Artistic lighting			
Portable bathrooms			
2 way radios			
300 T-shirts for volunteers			
4,000 Posters			
Trash removal			
Credit card machine costs			
Miscellaneous costs			
<i>Event Expenses Subtotal</i>			
<b>TOTAL</b>			

### Donations Needed

Item	Likely Donor
Permits	City
Sound Stage(s)	City
Security/Ambulance	City
30 Tables	City
60 Chairs	City
Building Rental	Creative District or similar organization
Beer and Wine	Beer and Wine Distributor
Construction Materials	Construction Material Distributor
Musical Acts	Musical Acts

Materials for Kids Activities	?
Materials for Special Projects	?

Income

Source	Year 1	Year 2	Year 3	Year 4	Year 5
Art All Night-International	^	^	^		
Foundation grants other than Art All Night					
Sponsors					
Food sales					
Beer and Wine Sales					
Donations from attendees					
T-shirt sales					
Donations from art sales					
7% from all art sales					
TOTAL					

*Estimated Attendees* 3,000 6,000 10,000 18,000 25,000

(\* ) Event Expenses are costs that are unlikely to get donated

(^ ) We hesitate to include the specific amount of the Art All Night-International grant as the amount will vary from country to country. However, you can assume that the grant will be enough to pay the Event Organizer a middle class salary for 6 months of work for each year for 3 consecutive years. It will also include 10% of the Event Organizers salary to compensate the NGO for managing the Event Organizer. Finally, it will include funding to cover 75% of the event production costs.

