This form should only be used in conjunction with the online Bloomsbury Theatre Bid Form as an attachment to the online form. For non-Bloomsbury Bids please use the online Budget Approval Form.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1: Contact Information**

|  |  |
| --- | --- |
| Club/Society Name: |  |
| Production: |  |
| Producer Name: |  |
| Contact Number: |  |
| Email Address: |  |

 |

**Section 3: Predicted Budget:**

All amounts **MUST** be the gross amount, **which includes VAT**. When obtaining quotes please ensure that you specify that you want the VAT inclusive cost. **Non Grant can be used to cover the mandatory 20% contingency if you have funds,** if not you will need to increase the ticket prices or highlight other income sources that will cover it. **Grant funding is not guaranteed at any stage of the bid process and must be applied for in term 3 by you president/treasurer.**

|  |
| --- |
| **Predicted Income** |
| **Type of Income** | **Details** | **Amount** |
| Grant (if applicable) | Providing your grant is allocated to the event/purchase |  |
| Non-Grant Funds | Please provide designated amount for the event. |  |
| Sponsorship | Please attach an approve sponsorship request form |  |
| Participation Surcharge | No. of participants x participation fee |  |
| Other income | Please give details |  |
| Other income | Please give details |  |
| Other income  | Please give details |  |
| **Sub Total:** |  |

|  |
| --- |
| **Predicted Income** |
| **Estimated Ticket Sales** | **Estimated at 50% of house = 270** | **Amount** |
| Complimentary Tickets  | Providing your grant is allocated to the event/purchase |  |
| UCL Students | Please provide designated amount for the event. |  |
| Other Concessions | Please attach an approve sponsorship request form |  |
| Full Price Ticket | No. of participants x participation fee |  |
| **Sub Total (per show x no. of performances):** |  |
| **Estimated Programme Sales** | Estimated at 10% of house (55 per performance) |  |
| Programme Sales | 55 x number of performances x programme price |  |
| **Sub Total:** |  |
|  |  |
| **TOTAL PREDICTED INCOME:** |  |
|  |  |
| **Predicted Expenditure:** |
| Please provide a thorough breakdown of quotes from relevant companies or providers and **UNSIGNED CONTRACTS** where applicable. **Contingency is mandatory and can be sourced from your non-grant if you have funds.** |
| **Type of Expenditure** | **Details** | **Amount** |
| **Publicity Costs**  |   |  |
| Posters |  |  |
| Flyers | Please note: signed contracts will not be considered |  |
| Programmes |  |  |
| Other Publicity | Please specify |  |
| Other Publicity | Please specify |  |
| **Sub Total:** |  |
|  |  |  |
| **Theatre Hire Costs** |  |  |
| Additional hours hire |  |  |
| Box Office Fees (7% of total ticket sales) |  |  |
| Other costs | Please specify |  |
| Other costs | Please specify |  |
| **Sub Total:** |  |
| **Production Costs** |  |  |
| Set |  |  |
| Costumes |  |  |
| Lighting |  |  |
| Sound |  |  |
| Disposal Costs |  |  |
| Other Equipment | Please specify |  |
| Other Technical Cost | Please specify |  |
| **Sub Total:** |  |
|  |  |  |
| **Other Costs** |  |  |
| Performance Rights |  |  |
| PRS Licenses |  |  |
| **Sub Total:** |  |
|  |  |  |
| **CONTINGENCY** | **20% of your total predicted expenditure** |  |
| **Total Predicted Expenditure:** |  |

**Predicted Profit/Break Even:**

**(Loss making activity will not be approved)**

|  |  |
| --- | --- |
| Income – Expenditure =  |  |

|  |
| --- |
| **Please note that 10% of net profits of £2,000 or less and 20% of net profit over £2,000 will go to the Bloomsbury Theatre Student Development Fund. These funds will be used to purchase equipment, services and provide training to support student productions in the future.** |