

# BUDGET PLANNING

## Sample budget

BMCC URBAN ARTS CLUB: The Urban Arts club focuses on and promotes multiple art mediums that celebrate urban life and expression. The following budget is based upon this goal.

Club Budget Spring 2014	Amount	Details
Refreshments	\$600	For regular meetings Wednesdays 2:00 – 4:00PM.
Club Promotions	\$500	Incentives such as pins, pens, shirts, and banners with club name and meeting room on Wednesdays. Flyers for various events during the semester.
Art Supplies	\$300	For art supplies
South Bronx Tour: Origins of Hip Hop	\$200	A tour of sites in the South Bronx.
Artisan Showcase	\$350	Famous Graffiti artist lecture and photos. Famous Photographer lecture and exhibit.
Arts Festival (Collaboration)	\$1,300	Competition in 5 mediums: Music, Drawing, Sculptor, Poetry, and Movement
Farewell ceremony	\$250	Catered award event for perfect attendance and most contribution.
<b>TOTAL</b>	<b>\$3,500</b>	

**BUDGET EXPLANATIONS:**

**REFRESHMENTS:** This budget line is only for refreshments to be served during club time on Wednesdays between 2:00 and 4:00 PM. This budget can not be used for events with different times or locations.

**CLUB PROMOTIONS:** This budget will feed into other budget lines for events as well as promote the club to the BMCC community.

**ARTS SUPPLIES:** This budget will also feed into other budget lines for events. Supplies the club may need routinely such as art pencils, paints, sculptor supplies, etc. will come from this budget.

**SOUTH BRONX TOUR:** This will be the club's first big event to be held in late February. A group tour with 20 club members and a chaperone will be done by the New York City Museum of Urban Arts. The tour consists of visits to various sites in and around the South Bronx where Hip Hop was born in the early 1980's. \$200 is to be paid to the museum for the outside tour.

**ARTISIAN SHOWCASE:** This will be held in mid-March. Two well respected urban artists will exhibit some of their work in the Richard Harris Terrace. Display stands (\$75) are covered by the club's Art Supplies budget and flyers promoting the event (\$50) will come from Club Promotions. Each Artist will be paid an honorarium of \$100 for a hour-long presentation. Media expenses will total \$150.

**ARTS FESTIVAL:** The Arts Festival is the Spring semester's major event for the club. The event is held in late April after Spring Break with at least 2 weeks before the end of the semester to provide flexibility in planning. The total budget for the event is \$2,000 with \$1,300 coming from the club and \$700 coming from the Sculptor, Life Drawing, Music, and Dance clubs which are all participating.

This school wide event will be held in the Richard Harris Terrace and is expected to draw 125 people in attendance. First and second place prizes will be awarded for each of the 5 art mediums. Winners will be voted on by attendees and a 3 judge panel. Costs for the event will be as follow:

- Awards \$800
  - Light Refreshments \$500
  - Media rentals and technicians \$300
  - DJ \$400
- Total: \$2,000

Flyers promoting the event will cost (\$75) and display stands for the artwork (\$60) are covered from the Club Promotions and Arts Supplies budgets respectively.

**END OF SEMESTER GATHERING:** This is to be held in the club's first meeting May. Club members will soon be preparing for finals so this will be a great way to say farewell. Awards for members with perfect attendance and most contributions will be given out. These awards totaling \$140 will be covered from the Club Promotions budget. Refreshments (\$250) will be paid for by the amount in the event's budget line.

## SUMMARY

Flexibility – Club Promotions and Art Supplies provide support and flexibility to other budget lines. This is important in budget planning.

Flow – The three club events are spaced out over the semester to maintain interest and participation in the club. As time goes on during the semester interest and attendance may decline so plan events so that the momentum of interest is maintained. The biggest event – the Arts Festival – is held towards the end.

Collaboration – Clubs with mutual interests may combine resources to sponsor bigger events. This helps draw in more participation from the BMCC community and visibility of the club.