

Sample Budget Request Worksheet

Music Budget Request for School Year _____

1) Music: (Textbook/Sheet Music/Technology:Programs/Upgrades) \$ _____

Number of Concerts/Ensemble _____ X 2-4 selections each	= _____	\$ _____
Auxillary Music (Pep Band, Show Tunes, Marching Band)	= _____	\$ _____
Warm-up books, technique books, sight reading, etc.	= _____	\$ _____
Other (festival scores, solos/ensembles, etc.)	= _____	\$ _____
Technology programs/upgrades	= _____	\$ _____

2) Repairs/Maintenance/Equipment Upkeep \$ _____

Yearly Maintenance (flushing,cleaning, piano tuning)	\$ _____
Repairs (replacing pads, de-denting, drum heads,etc)	\$ _____
Overhauls (brasses, complete repads on woodwinds, etc.)	\$ _____

3) New Purchases/Equipment \$ _____

Concert Instruments/Equipment/Piano/Guitars/Amps	\$ _____
Marching Instruments/Equipment	\$ _____
Jazz Band/Show Choir Instruments/Equipment	\$ _____
General Equipment Needs (stands, chairs, racks, risers, computer, furniture, etc)	\$ _____

4) Uniforms/Robe \$ _____

Pieces _____ X \$ _____	\$ _____
New or Additional (replacements)	\$ _____
Repairs (buttons, alterations, zippers, etc.)	\$ _____

5) Yearly General Expenditures \$ _____

Transportation	\$ _____
Fees (solo/ensemble festivals, large group competitions, etc.)	\$ _____
Professional Development (staff only)	\$ _____
Other:	\$ _____

Requested Total Budget Amount \$ _____