



Performance Opportunity Program (POP)

Event Budget Worksheet

Arts at the Armory is a non-profit arts venue located in Somerville, MA. POP provides an opportunity for organizations to host arts-focused events in our Hall (capacity 395) at minimal rental cost. The Center for the Arts at the Armory welcomes groups of all backgrounds to apply. To apply, fill out this application and submit to info@artsatthearmory.org, or drop off in person. Please also include an event budget (please see sample provided) and examples of relevant similar experiences, including video or pictures from other performances, news articles, etc.

Name of Organizer	Organizer Phone
<input type="text"/>	<input type="text"/>
Name of Organization	Organizer Email
<input type="text"/>	<input type="text"/>
Name of Event	Date of Event
<input type="text"/>	<input type="text"/>

	Item	Estimated Cost	Notes
Event Costs	Armory Rental Fee	\$0	Waived as part of the POP program.
	Armory Event Manager	\$100	Required to comply with community standards and city regulations.
	Armory Technical Staff		Required if audio or visual systems used, fixed cost of \$150.
	Police Detail		Required if private event with alcohol, or estimated attendance over 200 guests. Fixed cost \$400.
	Artist/ Performer Fee		
	Ticketing/ Event Staff		
	Food/ Catering Cost		
	Decoration Supplies		
	Other Supplies		
Marketing Costs	Marketing staff, agency		
	Print materials, posters, flyers		
	Boosted social media posts		
	Other Advertising		
		Total Costs	
Grants and Donations	Other grants obtained		
	Donation funds available		

Expected Revenue	Estimated Attendance		Estimated Ticket Price
	<input type="text"/>	x	<input type="text"/>
			Estimated Day-Of Event Revenue
		=	<input type="text"/>
			Total Costs, as Listed Above
		-	<input type="text"/>
			Total Donations and Grants
		+	<input type="text"/>
			Final Event Revenue
		=	<input type="text"/>