

Sample

**SAMPLE ONLY**

**Name of Project**  
**Date**  
**Venue**

**FINANCIAL PLAN**

**PROJECTED INCOME**

<b>INCOME</b>	<b>QUANTITY</b>	<b>UNIT COST</b>	<b>SUB-TOTAL</b>	<b>12% VAT</b>	<b>TOTAL</b>
<b>Participation Fees</b>					
Table Space	5	7,000.00	35,000.00	4,200.00	39,200.00
2m x 2m Exhibit Space	30	10,000.00	300,000.00	36,000.00	336,000.00
2m x 4m Exhibit Space	10	15,000.00	150,000.00	18,000.00	168,000.00
4m x 4m Exhibit Space	5	25,000.00	125,000.00	15,000.00	140,000.00
<b>Ticket Sales</b>					
2-Day Pass	3000	250.00	750,000.00		
1-Day Pass	3000	150.00	450,000.00		1,200,000.00
<b>Cash Sponsorships</b>				actual	
<b>GROSS INCOME</b>					<b>1,883,200.00</b>

**PROJECTED EXPENSES**

<b>EXPENSES</b>	<b>PARTICULARS</b>	<b>QUANTITY</b>	<b>UNIT COST</b>	<b>SUB-TOTAL</b>	<b>12% VAT</b>	<b>TOTAL</b>
<b>Venue Rental</b> <b>(Function Rooms 3 &amp; 4)</b>	Ingress/Moving-in ( Sept. 13, 2013 or one whole day) <i>Note:</i> <i>Ingress rate is 1/2 the price</i> <i>of the rate of event proper</i> <i>or 50% off.</i>	1	240,000.00	240,000.00	28,800.00	268,800.00
	Event Proper & Egress/Moving-out (Sept. 14 & 15, 2013 or 2 days)	2	480,000.00	960,000.00	115,200.00	1,075,200.00
<b>Booth System Rental</b> (at Php 550.00 per sqm)	2m x 2m or 4 sqm.	30	2,200.00	66,000.00	7,920.00	73,920.00
	2m x 4m or 8 sqm.	10	4,400.00	44,000.00	5,280.00	49,280.00
	4m x 4m or 16 sqm.	5	8,800.00	44,000.00	5,280.00	49,280.00
<b>Stage</b>	Stage Backdrop & Trusses	1	250,000.00	250,000.00	30,000.00	280,000.00
<b>Lights and Sounds System Rental</b> <b>from</b> <b>Sept. 14-15, 2013</b>	Professional Audio and Lighting Equipment including Band Set for 2 days	2	50,000.00	100,000.00	12,000.00	112,000.00

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<b>Meals (for Staff, Production Crew and Security Marshalls) from Sept. 13-15, 2013 or 3 days</b>	Lunch	80	150.00	36,000.00	4,320.00	40,320.00
	Dinner	80	150.00	36,000.00	4,320.00	40,320.00
<b>Exhibitor Kits</b>	Event ID	500	15.00	7,500.00	900.00	8,400.00
	ID Jacket	500	8.00	4,000.00	480.00	4,480.00
	Lanyard	500	15.00	7,500.00	900.00	8,400.00
<b>Production Crew from Sept. 14-15, 2013</b>	Over-all Director, Lighting Director, Technical Director, Production Assistants	2	80,000.00	160,000.00	19,200.00	179,200.00
<b>Staff Salaries &amp; Wages for 5 months (May - September 2013)</b>	Staff for day-to-day operations	5	20,000.00	100,000.00	12,000.00	112,000.00
<b>Printing of Collateral Materials</b>	Posters (17" x 21" C2S80)	1000	20.00	20,000.00	2,400.00	22,400.00
	Flyers (5.5" x 8.5" C2S80)	5000	5.00	25,000.00	3,000.00	28,000.00
	Invitations	300	100.00	30,000.00	3,600.00	33,600.00
	Tickets	10000	10.00	100,000.00	12,000.00	112,000.00
<b>Outdoor Signages</b>	Billboard (South Expressway)	1	80,000.00		89,600.00	
	Lamp Posts (SMX)	2	6,000.00		13,440.00	103,040.00
<b>Indoor Signages</b>	Co-located Events Board	2	2,000.00	4,000.00	480.00	4,480.00
	Dropdown Banner	2	2,000.00	4,000.00	480.00	4,480.00
	Entrance Arch	2	30,000.00	60,000.00	7,200.00	67,200.00
<b>Ad &amp; Promo</b>	Publicity Management - 1 campaign	1	200,000.00	200,000.00	24,000.00	224,000.00
	Print Advertisements (5c x 28cm)	6	38,500.00	231,000.00	27,720.00	258,720.00
<b>Roundtrip Airfare - Economy Class (Tokyo-Manila-Tokyo)</b>	for Japanese Anime Band (7 Members)	7	30,000.00	210,000.00	25,200.00	235,200.00
<b>Hotel Accommodations - Standard Room from September 13-16, 2013 (5 days &amp; 4 nights) at Php 5,000+ per room</b>	for Japanese Anime Band (7 Members)	7	5,000.00	140,000.00	16,800.00	156,800.00

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<b>Meals for Japanese Band (Lunch and Dinner for 5 days) at Php 500 per meals x 2 meals x 5 days x 7 persons)</b>	for Japanese Anime Band (7 Members)	7	5,000.00	35,000.00	4,200.00	39,200.00
<b>Performance Fee (2 days)</b>	for Japanese Anime Band (7 Members)	2	150,000.00	300,000.00	36,000.00	336,000.00
<b>Hosts (2 days)</b>	Male Host	2	5,000.00	10,000.00	1,200.00	11,200.00
	Female Host	2	5,000.00	10,000.00	1,200.00	11,200.00
<b>Miscellaneous/Contingency</b>		2	100,000.00	200,000.00		200,000.00
<b>TOTAL EXPENSES</b>						<b>4,149,120.00</b>
<b>THE BALANCE</b>						<b>-2,265,920.00</b>