

# ROCKETJUMP FILM SCHOOL'S BUDGETING 101 GUIDE

## **This is a simplified, beginner budget template.**

This means that we've taken different pieces and elements from different kinds of production budgets and pieced them together in a manner that we think will benefit a smaller and/or beginner production.

We tried to include the many different areas found on a standard production. However, each production is unique, so please alter and adjust this template to suit your needs! You will most likely not use all the different items and crew positions found here, and you may even need to add in a few of your own.



### **THINGS THIS BUDGET DOES NOT INCLUDE:**

*Information regarding payroll companies, such as PT/P&W percentages.  
The separation of pre-production and production (combined for simplicity.)  
Information regarding union rates & hours.  
Timecard tracking and logs.*

### **IMPORTANT THINGS TO NOTE!**

The estimated cost summary on Page 1 includes totals of each section from the following pages and puts them all in one place so you can add up the overall total.

(There are blank spaces for you to add in your own sections if you would like.)

This summary exists so you can look at your entire budget simplified on one cover page.

Under the "labor" sections there is a column labeled 1.5x/2x. This is for "Overtime Pay" when a crew member's usual hourly rate is multiplied 1.5 times or 2 times after they begin to work over their agreed hours. This is required on union shoots, and recommended on independent shoots, but not every production provides overtime.

Keep in mind, this is a learning tool, not a rulebook! Use the format that works best for you.

<p><b>PRODUCTION COMPANY:</b></p> <p style="text-align: right;">Phone:</p> <p style="text-align: right;">Email:</p> <p>Executive Producer:</p> <p style="text-align: right;">Creative Director:</p> <p style="text-align: right;">Director:</p> <p style="text-align: right;">Producer:</p> <p style="text-align: right;">Writer:</p> <p style="text-align: right;">Editor:</p> <p style="text-align: right;">Job Name:</p> <p style="text-align: right;">Job Number:</p>	<p><b>Client   Agency:</b></p> <p style="text-align: right;">Phone:</p> <p style="text-align: right;">Email:</p> <p style="text-align: right;">Producer:</p> <p style="text-align: right;">Other:</p> <hr/> <p>Build / Strike Days: <input style="width: 60px; height: 20px;" type="text"/> Hours: <input style="width: 60px; height: 20px;" type="text"/></p> <p>Prelight Days: <input style="width: 60px; height: 20px;" type="text"/> Hours: <input style="width: 60px; height: 20px;" type="text"/></p> <p>Studio Days: <input style="width: 60px; height: 20px;" type="text"/> Hours: <input style="width: 60px; height: 20px;" type="text"/></p> <p>Location Days: <input style="width: 60px; height: 20px;" type="text"/> Locations: <input style="width: 60px; height: 20px;" type="text"/></p>
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Shooting Format:

Delivery Format:

Shooting Dates:

Post Dates:

ESTIMATED COST SUMMARY		SECTION TOTALS	
Pre-Pro & Production Labor	PG 2, A		
Locations & Travel	PG 3, B		
Make Up & Wardrobe	PG 3, C		
Studio   Stage Rental & Expenses	PG 4, D		
Art Department Expenses	PG 4, E		
Equipment Costs	PG 5, F		
Miscellaneous	PG 5, G		
Talent Labor	PG 6, H		
Talent Expenses	PG 6, I		
Post Production Labor	PG 7, J		
Editorial   Finishing   Post Production	PG 7, K		
Other	PG 8, L		
Other	PG 8, M		
Insurance			
<b>SUBTOTAL</b>			
<b>ADJUSTMENTS</b>			
<b>TOTAL</b>			

<b>NOTES</b>	
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**PRODUCTION COMPANY NAME**

**Job Name:**

**Job Number:**

<b>PRODUCTION LABOR</b>	<b>DAYS</b>	<b>RATE</b>	<b>1.5x / 2x</b>	<b>TOTAL</b>
Director				
Writers				
Producer				
1st Assistant Director				
Director of Photography				
Camera Operator				
1st AC (Assistant Camera)				
2nd AC / DIT				
Production Manager				
Production Coordinator				
Gaffer				
Best Boy Electric				
Electric				
Key Grip				
Best Boy Grip				
Grip				
Audio Mixer				
Boom Operator				
Script Supervisor				
Script Supervisor				
Production Designer				
Art Director				
Propmaster				
Set Decorator				
Construction				
Art PA				
Make Up Artist				
Make Up Assistant				
Costume Designer				
Set Costumer				
Catering / Craft Service				
Drivers				
Behind the Scenes				
Production Asst - Office				
Production Asst - Set				

**SECTION A**

<b>SUBTOTAL</b>	
<b>ADJUSTMENTS</b>	
<b>TOTAL</b>	

**PRODUCTION COMPANY NAME**

**Job Name:**

**Job Number:**

<b>LOCATION &amp; TRAVEL</b>	<b>DAYS</b>	<b>RATE</b>		<b>TOTAL</b>
Location Fees				
Permits				
Car Rentals				
Van Rentals				
Production Trucks				
Parking, Tolls, Gas				
Restrooms				
Customs				
Baggage				
Hotels				
Air Fares				
Per Diems				
Meals				
Cabs, Buses, Other Ground Transportation				
Gratuities				
Craft Services				

**SECTION B**

<b>SUBTOTAL</b>	
<b>ADJUSTMENTS</b>	
<b>TOTAL</b>	

<b>MAKE UP &amp; WARDROBE EXPENSES</b>	<b>DAYS</b>	<b>RATE</b>		<b>TOTAL</b>
Wardrobe Rentals				
Wardrobe Purchases				
Make Up Purchases				
Wigs & Hair				
Special Effects Make Up				
Wardrobe/Make Up Kit Rentals				

**SECTION C**

<b>SUBTOTAL</b>	
<b>ADJUSTMENTS</b>	
<b>TOTAL</b>	

**PRODUCTION COMPANY NAME**

**Job Name:**

**Job Number:**

<b>STUDIO   STAGE RENTAL &amp; EXPENSES</b>	<b>DAYS</b>	<b>RATE</b>		<b>TOTAL</b>
Rental for Build Days				
Rental for Pre-Lighting Days				
Rental for Shoot Days				
Rental for Strike/Wrap Days				
Power Charges				
Studio/Location Security				
Stage Manager				
Parking				
Meals				
Craft Services				
Misc. Studio Charges				

**SECTION D**

<b>SUBTOTAL</b>	
<b>ADJUSTMENTS</b>	
<b>TOTAL</b>	

<b>ART DEPARTMENT EXPENSES</b>	<b>DAYS</b>	<b>RATE</b>		<b>TOTAL</b>
Prop Rentals				
Prop Purchases				
Set Construction				
Set Dressing Rentals				
Set Dressing Purchases				
Greens				
Signage				
Special Effects Equipment/Supplies				
Kit Rentals				
Mileage & Gas				
Expendables & Supplies				

**SECTION E**

<b>SUBTOTAL</b>	
<b>ADJUSTMENTS</b>	
<b>TOTAL</b>	

**PRODUCTION COMPANY NAME**

**Job Name:**

**Job Number:**

<b>EQUIPMENT COSTS</b>	<b>DAYS</b>	<b>RATE</b>		<b>TOTAL</b>
Camera Rental				
Sound Rental				
Lighting Rental				
Grip Rental				
Walkie Talkie Rental				
Dolly/Slider/Camera Support Rental				
Production Supplies				
Expendables				
DIT Equipment				
Stills / Behind the Scenes equipment				
Harddrives, Dailies				
Production Truck(s)				

**SECTION F**

<b>SUBTOTAL</b>	
<b>ADJUSTMENTS</b>	
<b>TOTAL</b>	

<b>Miscellaneous</b>	<b>DAYS</b>	<b>RATE</b>		<b>TOTAL</b>
Petty Cash				
Shipping				
Office Supplies				
Drives, DVD's, Media				
Special Insurance				
Gifts/Thank You's				
Meals, Snacks				

**SECTION G**

<b>SUBTOTAL</b>	
<b>ADJUSTMENTS</b>	
<b>TOTAL</b>	

**PRODUCTION COMPANY NAME**

**Job Name:**

**Job Number:**

<b>TALENT LABOR</b>	<b>DAYS</b>	<b>RATE</b>	<b>1.5x / 2x</b>	<b>TOTAL</b>
Principal Actor(s)				
Supporting Actor(s)				
General Extras				
General Extras				
General Extras				
General Extras				
General Extras				
Voice Over				
Fitting Fees				
Audition Fees				
Talent Agency Fees				
Casting Fees				
Other				

**SECTION H**

<b>SUBTOTAL</b>	
<b>ADJUSTMENTS</b>	
<b>TOTAL</b>	

<b>TALENT EXPENSES</b>	<b>DAYS</b>	<b>RATE</b>		<b>TOTAL</b>
Talent Air Fares				
Talent Per Diem				
Talent Ground Transportation				
Talent Hotels				
Talent Meals / Food Accomodations				
Other				

**SECTION I**

<b>SUBTOTAL</b>	
<b>ADJUSTMENTS</b>	
<b>TOTAL</b>	

**PRODUCTION COMPANY NAME**

**Job Name:**

**Job Number:**

<b>POST PRODUCTION LABOR</b>	<b>DAYS</b>	<b>RATE</b>	<b>1.5x / 2x</b>	<b>TOTAL</b>
Post Producer				
Post Supervisor				
Editor				
Assistant Editor				
Post Production Assistant				

**SECTION J**

<b>SUBTOTAL</b>	
<b>ADJUSTMENTS</b>	
<b>TOTAL</b>	

<b>EDITORIAL   FINISHING   POST PRODUCTION</b>	<b>DAYS</b>	<b>RATE</b>		<b>TOTAL</b>
Sound Editing   Design				
Foley   ADR				
Sound Mix				
Music Composition				
Music Rights				
Visual Effects				
Compositing				
Motion Graphics				
Color Correction / Grading				
Stock Footage				
Stock Sound Effects / Music				
Hard Drives				
Software				
Behind the Scenes Editorial				
Website Hosting				
Website Design				
Computers / Equipment Rental				

**SECTION K**

<b>SUBTOTAL</b>	
<b>ADJUSTMENTS</b>	
<b>TOTAL</b>	



