

**Program: SAMPLE DOCUMENTARY BUDGET**  
**Format: HD**

Producer/Director: Great filmmaker  
 Locations: Los Angeles, New York, Houston  
 Budget date: 6/1/2015

Research: 8 weeks  
 Prep: 6 weeks  
 Shoot: 35 days (over 12 wks)  
 Wrap: 1 weeks  
 Edit: 20 weeks  
 Total Post: 28 weeks  
 TOTAL: 55 weeks

ACCT	DESCRIPTION	AMOUNT
1000	Project Development	48,357
2000	Producing Staff	105,000
3000	Rights, Music & Talent	31,350
4000	Crew & Personnel	210,923
5000	Production Expenses	30,586
6000	Travel	6,636
7000	Post-Production	74,445
8000	Insurance	15,300
9000	Office & Administration	28,495
10000	Publicity, Promotion, Website	18,735
	SUB TOTAL	569,827
	CONTINGENCY 10.0%	56,983
	FISCAL SPONSOR FEE 5.0%	31,340
	<b>GRAND TOTAL</b>	<b>658,150</b>

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DISCLAIMER: THIS TEMPLATE IS DESIGNED AS A TEACHING TOOL AND IS BASED ON A SPECIFIC SET OF ASSUMPTIONS AND CHOICES REGARDING CAMERAS, SCHEDULE, ETC. IT IS DESIGNED TO BE USED AS A GUIDE FOR YOUR OWN RESEARCH & BUDGETING PROCESS BUT SHOULD NOT BE CONSIDERED EXHAUSTIVE. EVERY PROJECT WILL HAVE ITS OWN UNIQUE NEEDS. FOR DETAILS AND ADDITIONAL RESOURCES, PLEASE REVIEW THE ACCOMPANYING ARTICLE "AN INTRODUCTION TO DOCUMENTARY BUDGETING".

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Special thanks to Producer Lisa Remington for reviewing a draft and providing feedback on this template.

	PROJECT DEVELOPMENT	#	UNIT	X	PRICE	TOTAL \$ COST
<b>1000</b>	<b>PRODUCING &amp; PRODUCTION STAFF - RESEARCH/DEVELOPMENT PHASE</b>					<b>39,257</b>
1010	Director/Producer/Writer	1	flat		5000	5,000
1020	Producer	1	flat		5000	5,000
1030	AP/Researcher	1	flat		2000	2,000
1040	DP	10	days		750	7,500
1050	Sound	10	days		700	7,000
1060	Editor	3	weeks		2500	7,500
1070	Production Assistants	10	days		150	1,500
1089	Union and Guild Fees		%		0	0
1099	Personnel Taxes (FICA, Medicare, payroll)	25,500	payroll		7.65%	1,951
1099	Personnel Taxes (Fixed due to wage limit - FUI, NY SUI, NY Re-Empl )	5	employees		361.30	1,807
<b>1100</b>	<b>RESEARCH</b>					<b>2,450</b>
1110	Books	1	allow		500	500
1120	Videos, screenings	1	allow		300	300
1130	Research meetings with potential advisors, allies, etc.	1	allow		500	500
1140	Research travel	1	allow		1,000	1,000
1190	Misc research	1	allow		150	150
<b>1200</b>	<b>PRODUCTION &amp; POST-PRODUCTION OF FUNDRAISING SAMPLE</b>					<b>6,650</b>
1210	Rights, Music and Talent	0	allow		0	0
1220	Production Expenses					
1221	Camera/Lighting/Grip Equip Rental	10	days		200	2,000
1222	Sound Equip Rental	10	days		150	1,500
1230	Travel ( <i>none</i> )	0	days		0	0
1240	Post-Production ( <i>none, edited and finished on edit system</i> )	0	allow		0	0
1250	Insurance	1	allow		2,000	2,000
1260	Office & Admin	1	allow		1,000	1,000
1270	Promotion & Publicity	0	allow		0	0
1290	Miscellaneous	1	allow		150	150
<b>TOTAL</b>						<b>48,357</b>

	PRODUCING STAFF	#	UNIT	X	PRICE	TOTAL \$ COST
<b>2000</b>	<b>DIRECTORS, PRODUCERS, WRITERS</b>					<b>105,000</b>
2010	Director/Producer/Writer	1	flat		75,000	75,000
2020	Producer	1	flat		30,000	30,000
2030	Executive Producer		flat		0	0
2035	Associate Producer		flat		0	0
2040	Writer		flat		0	0

2089	Union and Guild Fees		%		0	0
2099	Personnel Taxes (FICA, Medicare, payroll)	0	payroll		7.65%	0
2099	Personnel Taxes (Fixed due to wage limit - FUI, NY SUI, NY Re-Empl )	0	employees		361.30	0
<b>TOTAL</b>						<b>105,000</b>

	RIGHTS, MUSIC & TALENT	#	UNIT	X	PRICE	TOTAL \$ COST
<b>3000</b>	<b>STORY &amp; OTHER RIGHTS</b>					<b>500</b>
3010	Story Rights		flat		0	0
3020	Title Report	1	flat		500	500
3090	Miscellaneous		allow		150	0
<b>3100</b>	<b>ARCHIVAL PHOTOGRAPHS &amp; STILLS</b>					<b>4,000</b>
3110	Researcher (contractor)	1	weeks		1,400	1,400
3120	Preview fees	1	allow		150	150
3130	Shipping/messenger	1	allow		100	100
3140	Stills licensing	10	stills		200	2,000
3150	Stills duplication costs	1	allow		200	200
3190	Miscellaneous	1	allow		150	150
<b>3200</b>	<b>STOCK FOOTAGE &amp; FILM CLIPS</b>					<b>6,850</b>
3210	Researcher (contractor)	1	weeks		1,400	1,400
3220	Preview tape fees	1	allow		150	150
3230	Shipping/messenger	1	allow		100	100
3240	Stock footage licensing	60	seconds		80	4,800
3250	Stock footage transfer costs	1	allow		250	250
3260	Feature Film clip licensing		seconds		0	0
3280	Feature Film clip transfer costs		seconds		0	0
3290	Miscellaneous	1	allow		150	150
<b>3300</b>	<b>TALENT</b>					<b>0</b>
3310	Union & Guild Performers		allow		0	0
3320	Union Narrator		allow		0	0
3398	Union & Guild Fees		allow		0	0
3399	Personnel Taxes (FICA, Medicare, payroll)	0	payroll		7.65%	0
3399	Personnel Taxes (Fixed due to wage limit - FUI, NY SUI, NY Re-Empl )	0	employees		361.30	0
<b>3400</b>	<b>MUSIC/COMPOSER</b>					<b>20,000</b>
3410	Composer ( <i>all-in package includes musicians, score, and recording session</i> )	1	flat		20,000	20,000
3420	Music Supervisor (songs, etc.)		flat		0	0
3430	Add'l Music Rights (songs, etc.)		allow		0	0
3489	Union and Guild Fees		%		0	0
<b>TOTAL</b>						<b>31,350</b>

	CREW & PERSONNEL	#	UNIT	X	PRICE	TOTAL \$ COST
<b>4000</b>	<b>PRODUCTION STAFF</b>					<b>122,309</b>
4010	Line Producer		weeks		1,600	0
4012	Unit Production Manager		weeks		1,200	0
4015	Production Coordinator	55	weeks		800	44,000
4020	Director's Assistant		weeks		600	0
4030	Director of Photography	35	days		750	26,250
4035	"B" Camera Director of Photography		days		700	0
4040	Assistant Camera		days		400	0
4060	Sound Recordist	35	days		700	24,500
4065	Add'l Boom Operator		days		400	0
4050	Gaffer		days		700	0
4070	Hair/Makeup/Wardrobe Stylist w/kit		days		500	0
4080	Production Assistant #1 (Prod Ofc during prep + shoot period)	19	weeks		600	11,400
4081	Production Assistant #2 (On-Set, Manages media & drives)	35	days		175	6,125
4098	Union & Guild Fees		allow		0	0
4099	Personnel Taxes (FICA, Medicare, payroll)	112275	salary		7.65%	8,589

4099	Personnel Taxes (Fixed due to wage limit - FUI, NY SUI, NY Re-Empl )	4	employees		361.30	1,445
<b>4100</b>	<b>EDITORIAL STAFF</b>					<b>88,614</b>
4110	Editor ( <i>independent contractor</i> )					
	Prep/consult during shoot	1	week		2,500	2,500
	Edit period	24	weeks		2,500	60,000
	Post sound, online, color correction	1	weeks		2,500	2,500
4120	Assistant Editor					
	Setup edit room & system	1	weeks		1200	1,200
	Log/capture/ingest all footage	5	weeks		1200	6,000
	On-call - rest of edit period	20	days		240	4,800
	Post sound, online, color correction	8	weeks		1200	9,600
4198	Union & Guild Fees	0	allow		0	0
4099	Personnel Taxes (FICA, Medicare, payroll)	21600	salary		7.65%	1,652
4099	Personnel Taxes (Fixed due to wage limit - FUI, NY SUI, NY Re-Empl )	1	employees		361.30	361
<b>TOTAL</b>						<b>210,923</b>

	PRODUCTION EXPENSES	#	UNIT	X	PRICE	TOTAL \$ COST
<b>5000</b>	<b>CAMERA</b>					<b>7,074</b>
5010	Canon C100 Mark II package with 3 lenses	1	allow	0.50	9999	5,000
5011	64 GB SDXC cards	4	cards	0.50	64	128
5012	Canon BP-975 Battery	3	batteries	0.50	214	321
5013	Field laptop w/built-in SD card reader	1	allow	0.50	1200	600
5020	Carrying Case	1	allow	0.50	250	125
5021	Tripod	1	allow	0.50	1500	750
	<i>Note that the camera package is budgeted at 50% of the purchase because either (1) it will be rented from a crew member under a funder's policy that rentals cannot exceed 50% of the purchase price or (2) the entire kit will be purchased at the beginning of project, and will then be sold at the end of the project for 50% of the original purchase price. Also note that on-set drives are listed under 5600.</i>					
5030	"B" Camera pkg rentals	0	days		500	0
5031	"B" Camera accessories	0	days		150	0
5090	Miscellaneous	1	allow		150	150
<b>5100</b>	<b>SOUND</b>					<b>5,925</b>
5110	Sound equipment rentals	35	days		150	5,250
5120	Sound equipment purchases	0	allow		0	0
5130	Batteries & Expendables	35	days		15	525
5190	Miscellaneous	1	allow		150	150
<b>5200</b>	<b>LIGHTING &amp; GRIP</b>					<b>3,850</b>
5210	Lighting & grip package rental	35	days		100	3,500
5220	Lighting & grip purchases	0	allow		0	0
5230	Expendables	1	allow		200	200
5290	Miscellaneous	1	allow		150	150
<b>5300</b>	<b>STUDIO FACILITIES</b>					<b>0</b>
5310	Studio facility rental		days		0	0
5320	Electricity & facility charges		allow		0	0
5390	Miscellaneous		allow		0	0
<b>5400</b>	<b>SET DRESSING</b>					<b>0</b>
5410	Set dressing for studio interviews		allow		0	0
5490	Miscellaneous		allow		0	0
<b>5500</b>	<b>WARDROBE</b>					<b>0</b>
5510	Wardrobe rentals for studio interviews		allow		0	0
5520	Wardrobe purchases for studio interviews		allow		0	0
5590	Miscellaneous		allow		0	0
<b>5600</b>	<b>PRODUCTION FILM &amp; LAB</b>					<b>1,150</b>
5610	Field Drives - LaCie Rugged Drives (Assume max 4 hrs/~64 GB per day, 140 hrs total, need 2.5 TB total, x2 for mirror)	4	2 TB Drives		250	1,000
5620	Tape Stock	0	tapes		0	0
5690	Miscellaneous	1	allow		150	150

<b>5700</b>	<b>LOGGING + TRANSCRIPTIONS</b>					<b>5,880</b>
5710	Transcriptions <i>(Assume 35% footage are interviews to be transcribed)</i>	49	hours		120	5,880
5720	Logging verite footage (PA1 in-house)	0	allow		0	0
<b>5800</b>	<b>LOCAL EXPENSES</b>					<b>6,708</b>
5810	Gas/Mileage <i>(based on current IRS mileage rate)</i>	2500	miles		0,575	1,438
5820	Parking lots & fees	1	allow		500	500
5830	Meals (Dir/Prod, DP, Sound, PA)	140	meals		18	2,520
5840	Snacks/Craft Service	35	days		20	700
5850	Location Fees, Permits, Gratuities	1	allow		400	400
5880	Loss, Damage & Repair	1	allow		1000	1,000
5890	Miscellaneous	1	allow		150	150
<b>TOTAL</b>						<b>30,586</b>

	TRAVEL	#	UNIT	X	PRICE	TOTAL \$ COST
<b>6000</b>	<b>TRAVEL EXPENSES - NEW YORK</b>					<b>3,518</b>
6010	Airfare					
	Dir/Prod, DP from LAX to NYC	2	roundtrip		500	1,000
6020	Add'l baggage fees for equipment	2	fees		150	300
6030	Hotel					
	Dir/Prod, DP in NYC	4	hotel nights		300	1,200
6040	Incidentals & gratuities	2	days		60	120
6050	Local Transportation/Car Rental	2	days		200	400
6060	Per Diem (includes travel days) <i>check current IRS rates</i>					
	Dir/Prod	3	days		58	174
	DP	3	days		58	174
6090	Miscellaneous	1	allow		150	150
<b>6000</b>	<b>TRAVEL EXPENSES - HOUSTON</b>					<b>3,118</b>
6010	Airfare					
	Dir/Prod, DP from LAX to Houston	2	roundtrip		400	800
6020	Add'l baggage fees for equipment	2	fees		150	300
6030	Hotel					
	Dir/Prod, DP in Houston	4	hotel nights		250	1,000
6040	Incidentals & gratuities	2	days		60	120
6050	Local Transportation/Car Rental	2	days		200	400
6060	Per Diem (includes travel days) <i>check current IRS rates</i>					
	Dir/Prod	3	days		58	174
	DP	3	days		58	174
6090	Miscellaneous	1	allow		150	150
<b>TOTAL</b>						<b>6,636</b>

	POST-PRODUCTION	#	UNIT	X	PRICE	TOTAL \$ COST
<b>7000</b>	<b>EDITORIAL EQUIPMENT &amp; FACILITY</b>					<b>15,450</b>
7010	Final Cut Pro System, Monitors & Software	1	allow	0.50	4500	4,500
7020	Audio interface and monitor speakers	1	allow	0.50	1000	1,000
	<i>Note that the edit system is budgeted at 50% of the purchase because either (1) it will be rented from a crew member under a funder's policy that rentals cannot exceed 50% of the purchase price or (2) the entire kit will be purchased at the beginning of project, and will then be sold at the end of the project for 50% of the original purchase price.</i>					
7030	Hard Drives/RAID 5 System	1	allow		2500	2,500
7050	Equipment Repair	1	allow		500	500
7060	Technical Support	1	allow		500	500
7070	Edit room rental	7	months		750	5,250
7071	Edit parking spaces (x2)	7	months	2	75	1,050
7090	Miscellaneous	1	allow		150	150
<b>7100</b>	<b>EDITORIAL SUPPLIES</b>					<b>1,858</b>
7110	Edit office supplies	7	months		95	665

7120	Edit meals & snacks	7	months		95	665
7130	Edit gas & mileage	250	miles		0.51	128
7140	Blank DVD media for screeners, etc.	1	allow		250	250
7190	Miscellaneous	1	allow		150	150
<b>7200</b>	<b>FORMAT CONVERSIONS</b>					<b>850</b>
7210	Upconversions SD to HD (incl. stock) <i>Convert Archival to File for FCP</i>	1	allow		700	700
7220	Downconversions HD to SD (incl. stock)		allow		0	0
7230	PAL-NTSC transfers (incl. stock)		allow		525	0
7290	Misc format conversions	1	allow		150	150
<b>7200</b>	<b>GRAPHICS &amp; MOTION CONTROL</b>					<b>10,750</b>
7210	Graphics & Titles Designer	1	flat		10,000	10,000
7220	Motion Control (still photographs)	3	hours		250	750
<b>7300</b>	<b>ONLINE EDIT</b>					<b>0</b>
7310	Online Suite		hours		400	0
7390	Miscellaneous		allow		150	0
<b>7400</b>	<b>COLOR CORRECTION</b>					<b>12,800</b>
7410	Color Correction	32	hours		400	12,800
<b>7500</b>	<b>POST SOUND</b>					<b>20,000</b>
7510	Sound design, edit, mix, layback (combined pkg)	1	flat		20,000	20,000
7520	Voiceover Recording		hours		0	0
7590	Miscellaneous		allow		0	0
<b>7600</b>	<b>OUTPUT</b>					<b>2,050</b>
7610	Online Suite		hours		400	0
7620	Output texted, color corrected HDCAM SR Master	1	allow		950	950
7630	Output textless, color corrected HDCAM SR Master	1	allow		950	950
7640	Audio Layback		hrs		250	0
7650	QC		hrs		150	0
7690	Miscellaneous	1	allow		150	150
<b>7700</b>	<b>TRANSFERS &amp; DUPLICATION (DELIVERABLES)</b>					<b>3,850</b>
7710	HDCAM SR Clones (Txd & Txtlss)	2	tapes		700	1,400
7720	Downconversion to DBC (Txd & Txtlss)	2	conversions		800	1,600
7730	Digibeta (DBC) Clones (Txd & Txtlss)	2	tapes		200	400
7740	Beta SP copies NTSC	0	tapes		70	0
7750	DVD Copies	100	dubs		3	300
7790	Misc transfers	1	allow		150	150
<b>7800</b>	<b>SUBTITLING</b>					<b>0</b>
7810	Translation & Subtitling		minute		14	0
7820	QC		minute			0
<b>7800</b>	<b>SUBTITLING &amp; CLOSED CAPTIONING</b>					<b>3,462</b>
7810	Translation & Subtitling	86	minute		12	1,032
7820	QC of Subtitles	86	minute		5	430
7830	Closed Captioning	1	allow		2,000	2,000
<b>7900</b>	<b>ADDITIONAL REQUIRED ITEMS</b>					<b>3,375</b>
7910	Transcription for "as-broadcast" cut	1	allow		350	350
7910	Transcription for Rough Cut #1, RC #2, and Fine Cut for Funder review	3	cuts		300	900
7920	Clones of all master media ( <i>approx. 20 TB across 5 x 4TB drives</i> )	5	drives		425	2,125
<b>TOTAL</b>						<b>74,445</b>

	INSURANCE	#	UNIT	X	PRICE	TOTAL \$ COST
<b>8000</b>	<b>INSURANCE</b>					<b>15,300</b>
8010	General Liability insurance package	1	year		2,300	2,300
8020	Errors & Omissions Insurance	1	allow		6,000	6,000
8030	Equipment & Video/Negative Insurance	1	year		4,500	4,500
8040	Business Auto Liability	1	year		1,500	1,500

8050	Worker's Compensation	1	year		1,000	1,000
<b>TOTAL</b>						<b>15,300</b>

	OFFICE & ADMINISTRATION	#	UNIT	X	PRICE	TOTAL \$ COST
<b>9000</b>	<b>OFFICE/ADMIN</b>					<b>16,390</b>
9020	Office Supplies	12	months		100	1,200
9030	Photocopy & Fax	12	months		50	600
9040	Postage	12	months		100	1,200
9050	Telephone	12	months		75	900
9060	Office Meals	12	months		120	1,440
9070	Production Office Rental	12	months		750	9,000
9071	Production Ofc Parking Spaces (x3)	12	months	3	75	900
9089	Loss, Damage & Repair	1	allow		1000	1,000
9090	Miscellaneous	1	allow		150	150
<b>9300</b>	<b>PROFESSIONAL SERVICES</b>					<b>12,105</b>
9310	Legal	1	allow		5,000	5,000
9320	Accounting & Bookkeeping Services	12	months		500	6,000
9330	Taxes	1	allow		800	800
9340	Copyright Registration	1	allow		55	55
9350	International Currency Exchange Gain/Loss		allow		0	0
9360	Bank Charges	1	allow		250	250
<b>TOTAL</b>						<b>28,495</b>

	PUBLICITY, PROMOTION, WEBSITE	#	UNIT	X	PRICE	TOTAL \$ COST
<b>10000</b>	<b>PUBLICITY STILLS</b>					<b>1300</b>
10010	Photographer	1	flat		1000	1,000
10020	Film, Processing, Prints	1	allow		300	300
<b>10100</b>	<b>PROMOTION &amp; PUBLICITY (excluded by some funders)</b>					<b>10,300</b>
10110	Key Art Design (Graphic Artist)	1	flat		4500	4,500
10120	Poster reproduction (offset printing)	1000	pieces		0.90	900
10130	Postcards (4.25" x 6", 4-color both sides)	10000	pieces		0.04	400
10140	Press Kits - design & production	1	allow		500	500
10150	Stills Reproduction	0	allow		0	0
10160	Publicist	1	allow		4,000	4,000
<b>10200</b>	<b>WEBSITE (excluded by some funders)</b>					<b>8435</b>
10210	Domain name	3	years		25	75
10220	Hosting	36	months		10	360
10230	Site Design & coding	1	allow		8,000	8,000
10250	Webmaster/maintenance	0	month		0	0
<b>TOTAL</b>						<b>18,735</b>

<b>SUBTOTAL</b>						<b>569,827</b>
<b>CONTINGENCY</b>	10.0%				569827	<b>56,983</b>
<b>FISCAL SPONSOR FEES</b>	5.0%				626809	<b>31,340</b>
<b>GRAND TOTAL</b>						<b>658,150</b>