

## Online Appendix G: An Example of a Budget for a Playwright Residency

The following budget figures are based on Bradford Little Theatre's 2002 residency, when BLT played host to playwright-in-residence Cindy Dlugolecki.

Item	Explanation	Expenses	Income
Hotel room <sup>1</sup>	2 nights @ \$69.76/night		
		\$139.52	
Dinner/Thursday	4 people <sup>2</sup>	\$35.35	
Lunch/Friday	2 people	\$9.45	
Dinner/Friday	6 people <sup>3</sup>	\$51.02	
Breakfast/Saturday	3 people	\$21.79	
Script copies	77 pp. @ \$.05/pg = \$3.85/script x 7 scripts <sup>4</sup>		
		\$26.95	
Script binders <sup>5</sup>	7 binders @ \$6.95/binder		
		\$48.65	
Site rental		In-kind	
Reception		\$35.00	
Program		In-kind	
Fliers		In-kind	
Plaque		\$25.00	
Misc. publicity fees <sup>6</sup>			
		\$60.00	
Videotape		\$3.99	
PCA grant			\$500.00
Admission	Free-will donations		\$52.00
TOTALS		\$456.72	\$552.00

1 Hotel rooms can often be donated to a nonprofit theatre as in-kind gifts or traded for sponsorship. In the past, we've traded sponsorship with a local bed-and-breakfast.

2 This included the playwright and three board members.

3 This included the playwright, two other board members, and two high school students who were a part of our apprenticeship program.

4 The play featured five characters, so each performer got a script, as did a person to read stage directions, plus a copy of the reader's script for the playwright.

5 You can find cheaper binders. The binders we chose were white Cardinal EasyOpen ClearVue Locking D-ring binders. We chose presentation binders because we then inserted copies of the poster art into the front display pocket, which the audience could then see during the reading. It was a small, subtle touch. We also chose the D-ring because it made for easier page turning.

6 Fees included film and processing, items for a display case at the library, photocopies, etc.

We did not have to pay for transportation for Dlugolecki's visit. In the past, we have paid for playwright transportation. The maximum was \$130 for a round-trip train fare from New York City, plus another \$75 for car rental fees. That was also the year the bed-and-breakfast traded a room for sponsorship, so we were able to absorb some of transportation costs from other parts of our budget.