

**Massachusetts Educational Theater Guild, Inc.**  
Festival Financial Statement

FESTIVAL LEVEL \_\_\_\_\_ FESTIVAL DATE \_\_\_\_\_

HOST SCHOOL \_\_\_\_\_

HOST DIRECTOR \_\_\_\_\_

HOST ADDRESS: \_\_\_\_\_

EXPENSES (*explanation on back of this form*)  
(You must attach copies of receipts!!)

1. Mailings / postage.....	\$ _____
2. Ticket printing.....	\$ _____
3. Xeroxing (includes program, judging sheets).....	\$ _____
4. Nurse.....	\$ _____
5. Police.....	\$ _____
6. Custodian.....	\$ _____
7. Meals for Judge / Supervisor.....	\$ _____
8. Miscellaneous Supplies .....	\$ _____
9. Other (please list items).....	\$ _____
TOTAL EXPENSES.....	
	\$ _____
TOTAL TICKET RECEIPTS.....	
	\$ _____
PROFIT (LOSS).....	
	\$ _____

**Subtract Expenses from Ticket Receipts.**

**If you made a profit,** submit this sheet with a check for ½ the net made out to the **Massachusetts Educational Theater Guild** within 60 days.

**If you operated at a loss,** submit this sheet for a reimbursement. *Please specify how the check should be made out.*

**IN EITHER CASE YOU MUST SUBMIT COPIES OF YOUR RECEIPTS FOR EXPENSES!!!**

**In-Kind Donations**

**We are asking you to list any in-kind donations of services.** (*Mass. Cultural Council requirements!*) *These should include what it would cost to rent your theatre for the festival, or any- festival Personnel (not directors!) who normally would be paid and are volunteering their services. This is now part of our yearly budget and we need it to be accurate.*)

1. Site Rental.....	\$ _____
2. Technical Personnel (please specify job).....	\$ _____
3. Decorations.....	\$ _____
4. Calligrapher.....	\$ _____
5. Other (please specify).....	\$ _____

SEND TO: Debra Dion Faust, Treasurer  
 26 Mountain Avenue, Saugus, MA 01906-3749  
 Questions: **dionfaust@comcast.net** or 781-820-2486.

## ***Massachusetts Educational Theater Guild, Inc.***

### Host School Financial Responsibilities

Host schools will incur expenses while preparing and running the drama festival. Some of these expenses will be reimbursed by the Guild at 50%; others will be the responsibility of the host school. Check the lists below to see where these expenses fall.

If the host school incurs a profit in its running of festival, then it will share 50% of its net profit with the Guild.

#### **The following expenses can be reimbursed by the Guild at 50%:**

1. Mailings/Postage – for mailings to judges, supervisors and participating directors.
2. Ticket printing – a reasonable cost to print tickets for the festival day
3. Photocopying or printing – of programs for the day of festival, of judges' comment sheets, or other official documents or forms.
4. Nurse
5. Custodian
6. Police/security
7. Hospitality for judges and supervisors.
8. Miscellaneous supplies – such as spike tape, name tags, clipboards for judges and supervisors, pen lights and batteries, etc.
9. Other – other expenses, not listed below, necessary for the festival

#### **The following expenses will not be reimbursed by the Guild, but apply to in-kind donations:**

- a. Decorations
- b. Stopwatches
- c. Hospitality for directors, parent volunteers, and students
- d. Miscellaneous office supplies
- e. Miscellaneous rentals
- f. Computer or printer supplies
- g. Publicity expenses
- h. Offset printing
- i. Calligrapher