

Exhibition Budget Planning

Title of Exhibition:

Name of Gallery:

Dates for exhibition:

[Date budget prepared; followed by dates for any revisions]

FEES

- Artist fees [# artists x standard fee]
- Artist fees – special projects
 - May include site specific installation or commissioning of a new work
- Screening fees, for video/film works
 - Standard fees charged by artist's distributor, or directly by artist
- Artist installation fees (daily fee x # days x # artists)
- Artist talk fees
- Curatorial fees:
 - research fee (if applicable)
 - exhibition fee
 - installation fee
 - lecture fee (and/or moderator fee, etc., for public events)
- Public program participant fees (for lectures, panel discussions, etc.)
- Loan fees – rental or administrative fee charged by institutional lender of artwork(s)
- Special permission or license fees (for public art, other)
- Copyright fees (for use of historic photos, other)
- Audio-visual technician for installation (additional to in-house staff)
- Non-gallery staff/installation technician fees

SUBTOTAL FEES [TOTAL \$]

TRAVEL

Each item includes airfare/other transport, accommodation, per diem, miscellaneous costs.

- Advance site visit for artist (e.g. for special project or complex installation planning)
- Artist travel costs for exhibition installation and programs, opening events
- Scholar (or other public program participant) travel
- Courier for museum/collector loan from (city name) – may include courier wage [\$/day]
- Curatorial travel:
 - Research
 - Installation and opening
 - Public programs

SUBTOTAL TRAVEL [TOTAL \$]

INSTALLATION

- Framing
- Crating or packing
- Shipping
 - Note the location of loan works and shipping estimates for each shipment
- Customs brokerage
- Special costs (i.e. production of photographic prints from archival negatives)
- Installation expenses (i.e. paint, shelf/plinth/wall construction, etc.)
- Equipment rental or purchase
- Didactics (labels, wall texts, often prepared in-house)
- Photographic and/or video documentation (of installation and individual works as required)

SUBTOTAL INSTALLATION COSTS [TOTAL \$]

PROMOTION

- Printed promotional items (i.e. costs include design/image, scanning/printing for invitation, brochure, poster, and/or newsletter)
- Distribution: postage for mail-out, postering
- Advertising: design of ads, plus costs for ad placements
- Artist's reproduction fees

SUBTOTAL PROMOTION [TOTAL \$]

ADMINISTRATION EXPENSES

- Curator's administration costs (i.e. long distance telephone/fax, postage, courier, copying, slide duplication, CD or DVD production and other required materials)
- Insurance
- Security costs (not typical but can include surveillance camera, security staff)

SUBTOTAL ADMINISTRATION EXPENSES [TOTAL \$]

Contingency [10% of budget is standard]

TOTAL EXHIBITION EXPENSES [\$ TOTAL]

NOTE: This budget does not include any writing fees, publication or website development costs, or costs related to education programs for students.