



T H E B U D G E T

•

Of all the steps that have to be taken in preparing a foreign tour, none is more important than producing a realistic budget.

Basically, there are two kinds of expenses involved in any foreign tour — those incurred, or controlled, in Canada (international transportation, for example) and those which are not.

The further afield you go the more difficult it is to keep in constant communication with the people “over there” who will be involved in presenting your performances. This means that controlling the multitude of small expenses involved becomes much more problematic.

Knowing, and allowing for all the expenses that you are likely to encounter will not only give you a great deal of security, it will give you a great deal of credibility if you intend to approach a government department or agency for financial support. Remember that a submission to government might produce a grant but it will not produce a

guarantee against loss. If you go over budget by under-estimating your costs you will find that you are entirely on your own.

The following budget tables will help. They are designed to make you think about all the expenditures you might incur whether you represent a small, medium or large organization. Even if you are making a modest tour with a small group, most of the expenses listed on the tables will be a factor in some form or other — and somebody will have to cover them. If you use them when you discuss your engagements with your presentors, you will find that not only will you be better prepared, you will have far fewer “surprises” when the tour actually takes place.

Ideally you will go further. If you use these tables as a checklist when you start your negotiations, you should be able to divide more fairly the costs involved, with, hopefully, the engager accepting the *full* responsibility for all the local costs.