MEDIA PRODUCTION EXPENSE SPREADSHEET

Photography & Video Production Services

Project Name		**Date Prepared**	
Client / Agency		**Producer**	
Production Dates		**Purchase Order #**	

TOTAL ESTIMATED BUDGET
TOTAL ACTUAL EXPENSES
VARIANCE (REMAINING)

1. PRE-PRODUCTION

EXPENSE ITEM / DESCRIPTION	VENDOR / PAYEE	QTY / DAYS	RATE / COST	TOTAL	RECEIPT?	NOTES
Scriptwriting & Concept Development						
Storyboarding & Shot Lists						
Location Scouting & Fees						
Permits, Insurance & Legal						
Casting & Auditions						
			Subtotal Pre-Production:			

2. PRODUCTION CREW (LABOR)

ROLE / DESCRIPTION	VENDOR / CREW NAME	DAYS / HOURS	DAY RATE	TOTAL	INVOICE?	NOTES
Director						
Director of Photography (DP)						
Camera Operator / Assistant (AC)						
Gaffer / Key Grip						
Sound Recordist						
Hair, Makeup & Wardrobe Stylist						
Production Assistant (PA)						

ROLE / DESCRIPTION	VENDOR / CREW NAME	DAYS / HOURS	DAY RATE	TOTAL	INVOICE?	NOTES
On-Camera Talent / Models						
			Subtotal Production Crew:			

3. EQUIPMENT, STUDIO & LOGISTICS

DESCRIPTION	VENDOR	QTY / DAYS	RATE	TOTAL	RECEIPT?	NOTES
Camera & Lens Rental Package						
Lighting & Grip Equipment Rental						
Audio Equipment Rental						
Studio / Location Rental Fee						
Catering, Craft Services & Water						
Props, Set Design & Wardrobe Purchases						
Vehicle Rental, Gas & Parking						
			Subtotal Equipment & Logistics:			

4. POST-PRODUCTION

DESCRIPTION	VENDOR / EDITOR	QTY / DAYS	RATE	TOTAL	RECEIPT?	NOTES
Video Editing						
Color Grading & Correction						
Sound Design & Audio Mix						
Voiceover Talent & Recording Studio						
Music Licensing / Stock Assets						
Motion Graphics & VFX						
Hard Drives, Storage & Delivery Media						
			Subtotal Post-Production:			

Total Pre-Production	
Total Production Crew	
Total Equipment & Logistics	
Total Post-Production	
GRAND TOTAL EXPENSES	