

Budget & Project Plan.

G U I L D
L I B R A R Y

2023

MUSIC-WONYE

Album or EP Project Budget Template & Project Planner Checklist

Project Budget Template:

Project Title: [Album/EP Title]

Project Start Date: [Start Date]

Project End Date: [End Date]

BUDGET CATEGORIES:

1. RECORDING COSTS:

- STUDIO RENTAL: \$_____
- PRODUCER FEES: \$_____
- ENGINEER FEES: \$_____
- SESSION MUSICIANS: \$_____

2. MIXING AND MASTERING:

- MIXING SERVICES: \$_____
- MASTERING SERVICES: \$_____

3. SONGWRITING AND LICENSING:

- SONGWRITING/COMPOSER FEES: \$_____
- LICENSING FEES (IF APPLICABLE): \$_____

4. ARTWORK AND DESIGN:

- ALBUM/EP COVER ART: \$_____
- GRAPHIC DESIGN: \$_____

5. MANUFACTURING AND DISTRIBUTION:

- CD/VINYL PRODUCTION: \$_____
- DIGITAL DISTRIBUTION: \$_____
- PHYSICAL DISTRIBUTION: \$_____

6. PROMOTION AND MARKETING:

- PUBLICITY/PR SERVICES: \$_____
- SOCIAL MEDIA ADVERTISING: \$_____
- MUSIC VIDEO PRODUCTION: \$_____

7. TOURING AND LIVE SHOWS (IF APPLICABLE):

- TOUR EXPENSES: \$_____
- BOOKING AGENT FEES: \$_____

8. MISCELLANEOUS EXPENSES:

- EQUIPMENT RENTAL/PURCHASE: \$_____
- TRAVEL AND ACCOMMODATION: \$_____
- MISCELLANEOUS COSTS: \$_____

TOTAL ESTIMATED BUDGET: \$_____

ACTUAL EXPENSES:

- **RECORDING COSTS:**
 - **ACTUAL EXPENSES: \$_____**
- **MIXING AND MASTERING:**
 - **ACTUAL EXPENSES: \$_____**
- **SONGWRITING AND LICENSING:**
 - **ACTUAL EXPENSES: \$_____**
- **ARTWORK AND DESIGN:**
 - **ACTUAL EXPENSES: \$_____**
- **MANUFACTURING AND DISTRIBUTION:**
 - **ACTUAL EXPENSES: \$_____**
- **PROMOTION AND MARKETING:**
 - **ACTUAL EXPENSES: \$_____**
- **TOURING AND LIVE SHOWS (IF APPLICABLE):**
 - **ACTUAL EXPENSES: \$_____**
- **MISCELLANEOUS EXPENSES:**
 - **ACTUAL EXPENSES: \$_____**

TOTAL ACTUAL EXPENSES: \$_____

BUDGET VARIANCE:

- **BUDGET SURPLUS: \$_____ (IF INCOME EXCEEDS EXPENSES)**
- **BUDGET DEFICIT: \$_____ (IF EXPENSES EXCEED INCOME)**

PROJECT PLANNER CHECKLIST:

PRE-PRODUCTION:

- **DEFINE THE PROJECT SCOPE AND OBJECTIVES.**
- **CREATE A PROJECT TIMELINE WITH MILESTONES.**
- **SECURE NECESSARY FUNDING AND FINANCIAL RESOURCES.**
- **ASSEMBLE YOUR PROJECT TEAM (PRODUCERS, ENGINEERS, MUSICIANS).**
- **SELECT A RECORDING STUDIO.**

RECORDING PHASE:

- **SCHEDULE RECORDING SESSIONS.**
- **MONITOR RECORDING PROGRESS AGAINST THE TIMELINE.**
- **CAPTURE RAW TRACKS AND WORK ON ARRANGEMENTS.**
- **ENSURE ALL NECESSARY LEGAL CLEARANCES AND LICENSES.**

POST-PRODUCTION:

- **ORGANIZE AND CATEGORIZE RECORDED TRACKS.**
- **BEGIN MIXING AND MASTERING PROCESSES.**
- **EVALUATE THE MIX AND MAKE NECESSARY REVISIONS.**
- **FINALIZE MASTERING AND PREPARE TRACKS FOR DISTRIBUTION.**

PROMOTION AND RELEASE:

- **DEVELOP A MARKETING AND PROMOTION PLAN.**
- **CREATE PROMOTIONAL MATERIALS (POSTERS, PRESS RELEASES).**
- **SET A RELEASE DATE AND DISTRIBUTE TO PLATFORMS.**
- **PROMOTE YOUR ALBUM/EP THROUGH VARIOUS CHANNELS.**

DISTRIBUTION AND SALES:

- **COORDINATE PHYSICAL AND DIGITAL DISTRIBUTION.**
- **MONITOR SALES AND INCOME FROM THE PROJECT.**
- **PLAN AND EXECUTE LIVE SHOWS OR TOURS (IF APPLICABLE).**

BUDGET AND EXPENSES:

- **MAINTAIN AND UPDATE THE PROJECT BUDGET REGULARLY.**
- **KEEP DETAILED RECORDS OF ALL EXPENSES AND INCOME.**
- **REVIEW BUDGET VARIANCES AND MAKE NECESSARY ADJUSTMENTS.**

EVALUATION AND POST-PROJECT:

- **ASSESS THE SUCCESS OF THE PROJECT.**
- **GATHER FEEDBACK FROM FANS AND LISTENERS.**
- **PLAN FOR FUTURE PROJECTS AND OPPORTUNITIES.**

THIS BUDGET TEMPLATE AND PROJECT PLANNER CHECKLIST ARE DESIGNED TO ASSIST INDEPENDENT ARTISTS IN PLANNING, BUDGETING, AND EXECUTING THEIR ALBUM OR EP PROJECTS. ADJUST THE TEMPLATE TO FIT YOUR SPECIFIC PROJECT'S NEEDS AND FINANCIAL RESOURCES.