

MUSIC BUDGET WORKSHEET

by Jim Carter

Submit your budget in early October. Many budgets are approved and allocated by November so you want yours to be in early. A typical budget is comprised of two parts:

1. A narrative (short paragraph) explaining how you arrived at your budget needs
2. A table showing what each item costs and the total

Music Budget Worksheet

1.	How many times will the choir sing in the upcoming year? Enter the total number of pieces you anticipate singing. (Don't forget multiple pieces for Easter & Christmas.)	A
2.	How many pieces will you sing that are already in your library?	B
3.	How many will you sing using only the hymnal?	C
4.	How many will you get from free internet sites?	D
5.	If you know someone who can arrange music, how many pieces will that person contribute?	E
6.	TOTAL NUMBER OF PIECES CURRENTLY AVAILABLE	$F = (B + C + D + E)$
7.	TOTAL NUMBER OF PIECES TO PURCHASE	$G = A - F$
8.	How many copies of each piece do you need? See guide below. ¹	H
9.	Average price per copy of music. Choir music averages \$2.00 +/- per piece	I
10.	TOTAL AMOUNT FOR NEW MUSIC	$J = (G \times H \times I)$
11.	Budget needs for activities, workshops or auxiliary trainings? Refreshments, paper goods, and printing costs for advertising and materials packets/handouts should be considered. 3¢ per B&W copy and 10¢ per color copy are current prices.	K
12.	TOTAL BUDGET NEEDS	$L = (J + K)$

¹ Copyright law requires a minimum of one copy for the director, one for the accompanist, and one for every two singers. People sing best when they have their own music, so I suggest buying one per person. If you're in a branch, consider 15-20 copies. If you're in a ward, 30 is a good number. It is NOT okay to buy one copy for every other singer then make photocopies so the remaining singers have one. Each person holding music must have a legally purchased copy. You only need to buy two copies (director and accompanist) when teaching a song by rote.

COPYRIGHT ESSENTIALS

When is it OK to copy music?

- ✓ If the copyright notice gives explicit permission to copy for home, incidental, or church use.
- ✓ If you have written permission in advance from the publisher to copy.
- ✗ It's not OK to copy for emergency situations.
- ✗ It's not OK to copy music that is permanently out of print. (You must still contact the publisher and ask permission to copy. Usually you still pay the publisher for the copies you make after they grant permission.)
- ✗ It's not OK to copy a second copy for each paid original when using the shared music model described in the footnote below.²
- ✗ It is a copyright violation to RECORD music without paying for each copy of the recording. This includes making CDs or mp3s for practice, whether individual parts or the whole piece. It also includes making recordings that you distribute for free. Just because you aren't making money from the recording doesn't mean the composer shouldn't make money from the work. THE HARRY FOX AGENCY (www.harryfox.com) provides licensing for most music recordings you want to make. Contact the music publisher directly to ask who handles their licensing rights if you don't find your music listed through Harry Fox.
- ⚠ What do I do with all the illegal photocopies of music we already have in the library? Throw them away. You or the Church can still be charged with copyright infringement.

² Copyright law requires a minimum of one copy for the director, one for the accompanist, and one for every two singers. People sing best when they have their own music, so I suggest buying one per person. If you're in a branch, consider 15-20 copies. If you're in a ward, 30 is a good number. It is NOT okay to buy one copy for every other singer then make photocopies so the remaining singers have one. Each person holding music must have a legally purchased copy. You only need to buy two copies (director and accompanist) when teaching a song by rote.

STAKE MUSIC BUDGET PROPOSAL

SAMPLE

2014 Stake Music Budget (Proposed)

I feel that our stake music in the upcoming year should focus on strengthening testimony, missionary opportunities, and reactivation. Each of these focuses on at least one of those areas.

Materials for Stake Auxiliary Training: Packet of handouts and information for participants = \$60 (Unless we have a copy machine that can copy and staple packets of about 50 pages. I'd be happy to copy it in one of our buildings if that's the case and it would be cheaper.)

Stake Conference Choir Music: There are a lot of youth who like to sing, but not enough in any one ward to make a youth choir. For one stake conference, I would like to form a youth choir which would sing two pieces and for the other, form a traditional adult choir. For each conference, we would find one arrangement that's already in our libraries and purchase one X 42 copies X \$2.10 = \$88.20 X 2 conferences = \$176.40

Stake Music Workshop: This will be an expanded version of our Stake Auxiliary Training,¹ where members and non-members alike are invited to attend to expand their musical abilities. Sessions in conducting music, directing a choir, vocal skills, accompanying on the piano, playing the organ, teaching music to children, and the role of music in the home are some of the sessions offered. Light refreshments, napkins, cups, handouts = \$125.

Simplified Hymns for Organ: books in benches of all 3 buildings X 3 buildings X \$5 each = \$30

Materials for Stake Auxiliary Training	\$60.00
Stake Conference Choir Music	\$176.40
Stake Music Workshop	\$125.00
Simplified Hymns for Organ	\$30.00
Total	\$391.40

Thank you so much for all you do! I appreciate the untold hours, dedication, and love you have for the members of our stake.

Jim Carter

¹ In the past, our stake has had auxiliary training in a breakout workshop format, with participants choosing up to three sessions to attend. Everyone (even without a music calling) was invited to attend in order to learn and improve their skills. 40 people attended the last time a training of this type was provided. This year, time didn't allow us to prepare for that type of training but I would like to offer it next time.

WARD MUSIC BUDGET PROPOSAL

SAMPLE

2016 Ward Music Budget (Proposed)

Goals: Strengthen testimony, provide missionary opportunities, and reactivate members through spiritual musical experiences.

- **Materials for Ward Auxiliary Training:** Packet of handouts and information for participants = \$40
- **Supplies and Materials for Choir:** Binders, Pencils, & Labels = \$20
- **Storage:** Boxes/Envelopes to store music = \$50
- **Missionary/Community Outreach:** Printed program and light refreshments for spring organ recital = \$30
- **Choir Music:** (See lines 10 below) = \$120

1.	How many times will the choir sing in the upcoming year?	16
2.	How many pieces will you sing that are already in your library?	8
3.	How many will you sing using only the hymnal?	0
4.	How many will you get from free internet sites?	5
5.	If you know someone who can arrange music, how many pieces will that person contribute?	1
6.	Total Number of Pieces Currently Available	14
7.	Total Number of Pieces to Purchase	2
8.	How many copies of each piece do you need?	30
9.	Average price per copy of music.	\$2.00
10.	TOTAL AMOUNT FOR NEW MUSIC	\$120.00
11.	Other budget needs (see list above)	\$140.00
12.	TOTAL BUDGET AMOUNT	\$260.00

Jim Carter