

# General Thesis Budget Guidelines

- **If you plan to request money for your thesis project from the department, a thesis budget proposal must be submitted no later than one month prior to your scheduled defense date.**

- **The approved budget may not exceed the following amounts:**

Directing:	\$300
Solo:	\$200
Playwriting:	\$100
Dramaturgy:	\$50
Design	\$50
Academic:	\$50

- **Examples of acceptable budget line items are:**

- Directing/Solo:  
Royalties, outside actor fees (Directing only); set, costumes, props, lights, sound, other tech needs
- Playwriting:  
Copying/binding, outside actor/director fees, tech needs
- Dramaturgy/Academic  
Copying/binding, travel, source materials, membership fees, conference fees, web service fees

- **Examples of items that won't be approved in a thesis budget:**

- Meals for cast/crew/team
- Fees for current students participating in the project
- Purchases for items that can be borrowed from stock

- **Please complete the area-specific Thesis Project Budget form at the end of your thesis guidelines and submit it no later than one month prior to your scheduled defense date.** (A generic Project Budget template can be found on the following page.) You may submit electronically as a separate document.

# Thesis Project Budget

Name:

Date submitted:

Scheduled thesis defense date:

*Must be submitted to Elisa Hibbs for approval no later than one month prior to defense.*

LINE ITEM	AMOUNT	NOTES
<b>TOTAL AMOUNT REQUESTED:</b>		

<b>OFFICE USE ONLY:</b>		
Date received:		
Circle one:		
APPROVED	NOT APPROVED	REQUIRES EDITS AND RESUBMISSION