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.*

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TOTAL AMOUNT REQUESTED:

OFFICE USE ONLY:

Date received:

Circle one:

APPROVED      NOT APPROVED      REQUIRES EDITS AND RESUBMISSION