

Creating Project Personnel Estimates

These Excel workbooks calculate the estimated musician cost for a single project (in detail by work) or for multiple projects (for season planning). They are designed primarily for creating a budget for orchestra hire projects, and for estimating the per-service personnel costs.

These documents require only that you have performances with repertoire in OPAS; you do not need to have made any personnel assignments.

Prepare the Excel Document When you receive the Excel documents from OPAS Technical Support, they will have generic pay rate labels and amounts. These must be filled in with the proper information for your organization.

Fill in...

- A. The name of the pay rate
- B. The amount of the pay rate
- C. The number of musicians in *each section* that receive that pay rate

A	B	C	D	E	F
MUSICIAN BUDGET WORKSHEET					
Concerts from...		RUN			
To...				C	
at Planning Level	1				
Musician Pay Rates				Violin 1	V
		Highest Pay Rate Name	100.00	1	
		Rate 1	90.00	0	
		A Rate 2	B 80.00	0	
		Rate 3	70.00	0	
		Rate 4	60.00	0	
		Section Musicians	55.00	all other	all
		Contingency	0.00%		
		TOTAL PERSONNEL COST	-		
NOTES	SERVICES	PROGRAM			

In my fictional orchestra, we might have something like this:

Musician Pay Rates		Violin 1	Violin 2
Concertmaster	120.00	1	0
Principals	100.00	2	3
Associate Principal	95.50	1	1
Per-Service Guarantee	80.00	5	4
<i>NOT USED</i>	0.00	0	0
Section Musicians	65.00	all other	all other
Contingency	0.00%		
TOTAL PERSONNEL COST	-		

In the Violin 1 section, we have one musician who is paid at the Concertmaster rate of \$120 per service, three musicians paid at the principal rate, one at the Associate Principal rate, 5 musicians who have our guaranteed contract per-service rate and everyone else is at the Section rate.

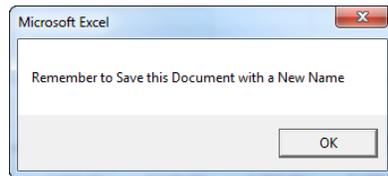
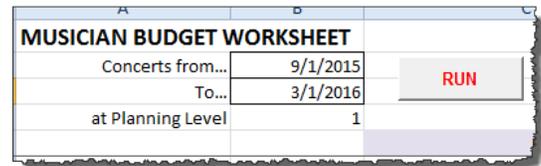
This means that if the repertoire for a Project in OPAS calls for 14 First Violins, 5 musicians will receive the section rate. A Project that requires only 8 First Violins will pay no one at the Section rate. My fictional orchestra only has 5 pay rates so we do nothing with the 6th rate in Excel.

Leave Row 11 – “all other” – as it is; Excel will calculate how many musicians receive this rate.

Once this is done, **save the Excel File**. This Excel file is now customized for your orchestra and you need not repeat this preparation step. All estimates you create will now be based on this document.

Run the Excel Document: Multi-Project

For the Multi-Project Excel file, open it, and enter the **Date Range** and **Planning Level** for the events in OPAS. Then click the **RUN** button.



Excel will fetch the Projects and Repertoire from OPAS and display them in the sheet below. After the routine has run you will be prompted to save the file with a new name. As the Excel document now shows the results of a specific data run you want to save it with a representative name. For example “2015-16 Draft One”

The Excel document will now show each Project within the date range you specified, along with the number of services in that Project (from OPAS) and the Maximum Instrumentation for the repertoire assigned in OPAS.

				Musician Pay Rates		Violin 1
5				Concertmaster	120.00	1
6				Principals	100.00	2
7				Associate Principal	95.50	1
8				Per-Service Guarantee	80.00	5
9				NOT USED	0.00	0
10				Section Musicians	65.00	all other
11						
12				Contingency	1.00%	
13				TOTAL PERSONNEL COST	230,995.08	
14						
15	NOTES	SERVICES	PROGRAM			
16		6	Baroque 2	Total this Project	20,810.04	10
17						5,283.00
18		6	Chamber Orchestra 1	Total this section	24,543.00	10
19						5,283.00
20		6	Educational Concerts		31,878.63	11
21						5,673.00

Personnel costs for each section are calculated using the rates you entered when you prepared the document. A total is shown for each section and for each Project.

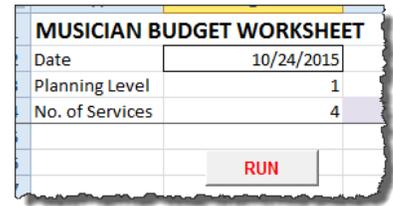
You can enter a **Contingency** percentage to cover any administrative overhead, possible pay adjustments like doubling and the like.

The **Grand Total** for all projects is in the yellow-shaded field

Run the Excel Document: Single Project

The Single Project worksheet operates in the same manner, but with more detail. This workbook is primarily used to provide personnel estimates for Projects in which your orchestra will be hired.

Open the Excel file and enter the **Date** of the event (from within OPAS), the **Planning Level** at which it was entered, and the number of **services** in the Project. This workbook assumes that in OPAS you have entered the primary event in OPAS, but perhaps not the associated rehearsals or repeat performances. Finally, click the **RUN** button.



The Single Project worksheet shows the **Program** for the Project and instrumentation per work. You can alter the number of Services for the Project to create different scenarios.

You can enter a **Contingency** percentage to cover any administrative overhead, possible pay adjustments like doubling and the like.

The **Grand Total** for all projects is in the yellow-shaded field

MasterWorks 2			
Date	10/24/2015		
Planning Level	1		
No. of Services	2		
		Musician Pay Rates	Violin
		Concertmaster	120.00
		Principals	100.00
		Associate Principal	95.50
		Per-Service Guarantee	80.00
		NOT USED	0.00
		Section Musicians	65.00
			all other
		MAX Instrumentation	1
		Cost Per Service	5,821.50
		Contingency	1.00%
		TOTAL PERSONNEL COST	11,759.43
			2,303.81
PROGRAM			
	Butterworth	<A Shropshire Lad>; Rhapsody for Orche:	1
	Ravel	Suite of Five Pieces from <Ma Mère l'Oye	2
	Fauré	Requiem, Opus 48	4