

ORGANIZATION / APPLICANT INFORMATION

Name of Organization

Mailing Address

City BC Postal Code

Phone

Email Address

SUBMITTING OFFICER

Name (please print)

Position

Applicants must provide a report that includes the following:

- Details of the outcomes of your proposed presentations including dates, participating artists, venue and other information.
- A written statement to **assess the activity associated with engaging Warming up the Act artist(s) as an as part of your series/season.**
- A **budget** showing **actual expenses** incurred should be completed in the form provided.
- Please send any electronic copies of any media (press releases, newspaper or other), audience feedback, marketing or other relevant information with your report.
- Final Report forms should be sent via emailed (as PDF digital files) to sheryl@bctouring.org. All reports received will be acknowledged by email.

Questions?

Sheryl McGraw, Program Coordinator Sheryl@bctouring.org

T (Direct): **604-253-2726** Office: 250-352-0021

IMPORTANT
For security and functionality reasons, make sure you download the NEW UP-TO-DATE VERSION OF ADOBE READER (even if you "think" you have the most recent version). It's available free at get.adobe.com/reader
Use only Adobe Reader to complete this form. If you don't, you may suffer losing the information you've entered on the form and be unable to print it.

Please answer the following questions to assess the activity associated with presenting an aspiring or emerging artist(s) for an opening act as part of your series/season.

Note: Please include attendance, location and length of performance for emerging/warm up artists only.

1. PRESENTATION/PERFORMANCE DATA

1	Date(s) _____		
Opening Artist(s)	_____	Mainstage Artist(s)	_____
Venue(s)	_____	Location	_____
Attendance	_____	Length of Performance	_____

2	Date(s) _____		
Opening Artist(s)	_____	Mainstage Artist(s)	_____
Venue(s)	_____	Location	_____
Attendance	_____	Length of Performance	_____

3	Date(s) _____		
Opening Artist(s)	_____	Mainstage Artist(s)	_____
Venue(s)	_____	Location	_____
Attendance	_____	Length of Performance	_____

4	Date(s) _____		
Opening Artist(s)	_____	Mainstage Artist(s)	_____
Venue(s)	_____	Location	_____
Attendance	_____	Length of Performance	_____

5	Date(s) _____		
Opening Artist(s)	_____	Mainstage Artist(s)	_____
Venue(s)	_____	Location	_____
Attendance	_____	Length of Performance	_____

6	Date(s) _____		
Opening Artist(s)	_____	Mainstage Artist(s)	_____
Venue(s)	_____	Location	_____
Attendance	_____	Length of Performance	_____

7	Date(s) _____		
Opening Artist(s)	_____	Mainstage Artist(s)	_____
Venue(s)	_____	Location	_____
Attendance	_____	Length of Performance	_____

8	Date(s) _____		
Opening Artist(s)	_____	Mainstage Artist(s)	_____
Venue(s)	_____	Location	_____
Attendance	_____	Length of Performance	_____

9	Date(s) _____		
Opening Artist(s)	_____	Mainstage Artist(s)	_____
Venue(s)	_____	Location	_____
Attendance	_____	Length of Performance	_____

Warming Up the Act

FINAL REPORT

2. Please include what you consider to be your successes and/or challenges encountered, lessons learned, etc. Critical self-analysis is important. Consider the impact to your audience, your overall program, and to participating artists.

3. Would you continue this type of activity in future? Yes No Maybe

4. Do you have any feedback, suggestions or comments?



Warming Up the Act

FINAL REPORT

BUDGET Round all figures to dollar amounts.

REVENUES

	Budgeted	Actuals	Notes (explain if budgeted amounts vary from actuals)
Warming up the Act Grant.	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
TOTAL REVENUES	\$ _____	\$ _____	

EXPENSES

	Budgeted	Actuals	Notes (explain if budgeted amounts vary from actuals)
Coordination fees – staff time	\$ _____	\$ _____	_____
Opening Act(s) – Artist(s) fees	\$ _____	\$ _____	_____
Artists' Travel, Accommodation	\$ _____	\$ _____	_____
Hospitality	\$ _____	\$ _____	_____
Performance Salaries – Tech, Security	\$ _____	\$ _____	_____
Technical Expenses – Equipment	\$ _____	\$ _____	_____
Technical Expenses – Piano tuning	\$ _____	\$ _____	_____
Technical Expenses – Sound, lighting	\$ _____	\$ _____	_____
Technical Expenses – Other	\$ _____	\$ _____	_____
Materials – Program inclusion/flyers	\$ _____	\$ _____	_____
Materials – Other	\$ _____	\$ _____	_____
Royalties – SOCAN, other	\$ _____	\$ _____	_____
Facility costs/rental	\$ _____	\$ _____	_____
Promotion/Marketing	\$ _____	\$ _____	_____
Other:	\$ _____	\$ _____	_____
Other:	\$ _____	\$ _____	_____
TOTAL EXPENSES	\$ _____	\$ _____	