

	A	B	C	D	E	F	G
1	ORGANIZATION:						
2	FESTIVAL: LAST COMPLETED PROGRAM (2019)						
3					Actual/Projected		
4	Date(s)	Events: list by series, if applicable, in chronological order.	Venue	# of Performances	Audience/	Fees and/or	Box Office &
5					Attendance	Guarantees	Subscriptions
6							
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SAMPLE

	A	B	C	D	E	F	G
1	ORGANIZATION:						
2	FESTIVAL: PROJECTED PROGRAM (2020)						
3					Projected		
4					Audience/	Fees and/or	Box Office &
5	Date(s)	Events: list by series, if applicable, in chronological order.	Venue	# of Performances	Attendance	Guarantees	Subscriptions
6							
7							
8							
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SAMPLE

	A	B	C	D	E
1	ORGANIZATION:				
2	FESTIVAL: OTHER EVENTS (Ancillary to main festival)				
3	LAST COMPLETED PROGRAM (2019)				
4					
5	Date(s)	Events: list by series, if applicable, in chronological order.	(M)ainstage,	Venue	Actual or Projected Attendance
6			(T)our, or		
7			(W)orkshop		
8					
9					
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14					
15					
16					
17					
18					
19					
20					
21					
22					
23	PROJECTED PROGRAM (2020)				
24					
25	Date(s)	Events: list by series, if applicable, in chronological order.	(M)ainstage,	Venue	Projected Attendance
26			(T)our or		
27			(W)orkshop		
28					
29					
30					
31					
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SAMPLE

	A	B	C	D	E
1	ORGANIZATION:				
2	FESTIVAL: OPERATING EXPENSES			<i>(Round to nearest dollar.)</i>	
3	Actual	Actual	Subtotals and totals cells are protected, and have automatic formulas.	Actual/Projected	Projected
4	2017	2018		2019	2020
5			Production Expenses		
6			Salaries: Program Director/Curatorial Fees		
7			Artists' Fees		
8			Artists' Expenses (Travel, Per Diem)		
9			Festival Technical/Support Staff		
10			Salaries: Benefits		
11			Festival Site Costs (Stages, facilities, fees)		
12			Festival Set-up Costs (Labour, permits, hook-ups, etc.)		
13			Equipment Rental (Lights, sound)		
14			Royalties, Licenses, Permits		
15			Insurance Costs		
16			Front of House, Tickets, etc.		
17			Concessions Expense		
18			Merchandising, Programme Costs		
19			Festival Hospitality		
20			Workshop Expenses		
21			Other Artists' Fees		
22			Other Artists' Expenses (Travel, Per Diem)		
23			Other Technical Fees		
24			Other (Specify)		
25	0	0	(A) Total Production Expenses (Cash)	0	0
26			Administrative Expenses		
27			Salaries: General Manager		
28			Salaries: Support Staff		
29			Salaries: Benefits		
30			Office Rent/Storage/Mortgage Payments		
31			Office Expenses		
32			Equipment/Maintenance		
33			Internet and Website Expenses		
34			Membership and Subscriptions Expense		
35			Bank Charges and Legal Fees		
36			Accounting and Audit Fees		
37			Travel (Administration only)		
38			Programme Costs		
39			Promotional Materials		
40			Advertising		
41			Subscription/Advance Sales		
42			Fundraising Costs		
43			Gaming Expenses		
44			Volunteer Expenses		
45			Insurance Costs		
46			Other (Specify)		
47	0	0	(B) Total Administrative Expenses (Cash)	0	0
48	0	0	Total (A)+(B) Expenses (CASH)	0	0

	A	B	C	D	E
1	ORGANIZATION:				
2	FESTIVALS: OPERATING REVENUES			<i>(Round to nearest dollar.)</i>	
3	Actual	Actual	Subtotals and totals cells are protected, and have automatic formulas.	Actual/Projected	Projected
4	2017	2018		2019	2020
5			Earned Revenues		
6			Festival Advance Subscription Sales		
7			Festival Single Ticket Sales		
8			Other Event Ticket Sales		
9			Workshop/Tuition Income		
10			Concessions Income		
11			Merchandising Sales		
12			Program Advertising		
13			Other <i>(Specify)</i>		
14			Other <i>(Specify)</i>		
15			Other <i>(Specify)</i>		
16	0	0	(A) Total Earned Revenues (Cash)	0	0
17			Private Sector Revenues		
18			Fundraising: Corporate		
19			Fundraising: Sponsorships		
20			Fundraising: Individuals		
21			Foundations		
22			Endowment Income		
23			Bank Interest		
24			Special Events		
25			Other <i>(Specify)</i>		
26			Other <i>(Specify)</i>		
27	0	0	(B) Total Private Sector Revenues (Cash)	0	0
28			Grant Revenues		
29			BC Arts Council: Operating		
30			BC Arts Council: Project		
31			Government of BC: Other <i>(Specify)</i>		
32			Gaming Revenues		
33			Canada Council: Operating		
34			Canada Council: Other <i>(Specify)</i>		
35			Federal Employment Programs		
36			Federal: Other <i>(Specify)</i>		
37			CRD Operating		
38			CRD Special Project		
39			Other <i>(Specify)</i>		
40			Other <i>(Specify)</i>		
41	0	0	(C) Total Grant Revenues (Cash)	0	0
42	0	0	TOTAL (A)+(B)+(C) REVENUES (CASH)	0	0
43					
44			Summary of Operations		
45	0	0	TOTAL (A)+(B)+(C) REVENUES (CASH)	0	0
46	0	0	Total (A)+(B) Expenses (CASH) pg 4	0	0
47	0	0	EXCESS REVENUES OVER EXPENSES	0	0
48					
49			TRANSFERS FROM RESERVE		

	A	B	C	D	E
1	ORGANIZATION:				
2	FESTIVAL: IN-KIND EXPENSES & REVENUES				
3	<i>Some organizations have in-kind expenses that are significant to their operations. Indicate the total amount of in-kind expenses and revenues. Itemize specific items if relevant. In-kind expenses and revenues should</i>				
4	<i>balance to zero.</i>				
5	Actual	Actual	Subtotals and totals cells are protected, and have automatic formulas.	Actual/Projected	Projected
6	2017	2018		2019	2020
7			In-Kind Expenses		
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22	0	0	Total In-Kind Expenses	0	0
23			In-Kind Revenues		
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40	0	0	Total In-Kind Revenues	0	0

SAMPLE

	A	B	C	D	E	F	G	H	I
1	ORGANIZATION:								
2	FESTIVAL: STATISTICS								
3	Actual	Actual	Subtotals and totals cells are protected, and have automatic formulas.			Actual/Projected	Forecast		
4	2017	2018				2019	2020		
5			Productions						
6			Length of season (# weeks)						
7			# Mainstage productions						
8			# Second stage productions						
9			# Other (i.e., workshops, classes)						
10	0	0	TOTAL # PRODUCTIONS			0	0		
11			Performances						
12			# Mainstage performances						
13			# Second stage performances						
14			# Touring performances						
15	0	0	TOTAL # PERFORMANCES			0	0		
16			Attendance						
17			# Mainstage attendance						
18			# Second stage attendance						
19			# Touring attendance						
20			# Other (i.e., workshops, classes)						
21	0	0	TOTAL ATTENDANCE			0	0		
22			Members						
23			# of society members						
24			\$ membership fees						
25			# active volunteers						
26			Tickets/Subscriptions						
27			\$ average ticket price						
28			# of total single tickets sold						
29			\$ average subscription price						
30			# of total subscription pkgs sold						
31			Marketing						
32			# E-newsletters						
33			# Facebook followers						
34			# Twitter followers						
35			Other – identify statistics or measures of success for your organization (please specify)						
36									
37									
38									

ORGANIZATION:											
FESTIVAL: STATISTICS											
Actual 2017		Actual 2018		Subtotals and totals cells are protected, and have automatic formulas.				Actual/Projected 2019		Forecast 2020	
				Students							
				Total # students (if training/educational institution)							
FT	PT	FT	PT	Paid Staff / Employees				FT	PT	FT	PT
				# Paid Office/Admin Staff: Regular							
				Contract							
				# Paid Technical Staff: Regular							
				Contract							
				# Paid Instructors: Regular							
				Contract							
				# Other Paid Employees (<i>Specify</i>)							
0	0	0	0	# TOTAL PAID STAFF				0	0	0	0
FT	PT	FT	PT	Paid Artists (musicians, actors, dancers, writers, etc.)				FT	PT	FT	PT
				BC: Regular							
				Contract							
				Other Canadian: Regular							
				Contract							
				International: Regular							
				Contract							
0	0	0	0	# TOTAL PAID ARTISTS				0	0	0	0

SAMPLE

STAFF BY MUNICIPALITY		
2019	Staff	Student
C.Saanich		
Colwood		
Esquimalt		
Highlands		
Langford		
Metchosin		
N. Saanich		
Oak Bay		
Saanich		
Sidney		
Sooke		
S. Gulf Islands		
Victoria		
View Royal		
Other		
Total*	0	0

*Total Staff should equal the combined FT + PT columns for TOTAL PAID STAFF from Actual/Proj. 2019 above.

Student - should be completed only by training and educational institutions.