# PROGRAM AND ACTIVITIES SUMMARY

## 1.1 Number of Performances/ Events

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| Self-entrepreneured | Season or series of productions from which your organisation receives part of or total box office takings and bears the associated risks. Count each performance as a separate activity. |
| Contract–fee | Where your organisation receives a fee to produce / present and receives no box office takings. |
| Co-production (presentation) | Two or more companies investing in the creation and/or presentation of a production where at least one of the companies has an investment in both the creation and presentation. |
| Outside Hire | Relates to performing arts centres/venues and covers the number of commercial hires of these venues (as opposed to self-entrepreneured shows). |

## 1.2 Number of Productions / Works / Creative Developments

The creation of a work and its presentation are counted as separate activities.

No of live productions, recordings or broadcasts presented within a single continuous time-frame, regardless of the number of performances and locations, or the number of shorter works contained within. For example:

* a single concert performance of five short pieces is one work
* a tour of five venues over four weeks, with six performances in each venue, is one work
* a subsequent further tour six months later is a second work
* a recording is a single work, regardless of the number of tracks
* a broadcast is a single work, regardless of how many times it is repeated

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| Creative Developments | Refers to discrete creative processes, which may include presentation of the work in progress, but does not include creative work directly related to the public presentation or performance of the completed work. |
| Australian New Works Created/ Presented | Creation and presentation of brand new Australian work, or of radically new or different interpretations of existing work to the extent that it can clearly be identified from the presentation of Extant Australian work. |
| Extant Australian Work | Presentation of already existing Australian work or remounts. |
| Non-Australian Work | Production of already existing overseas work (even if it is an Australian premiere of an overseas work). |

## 1.3 Number of Exhibitions

No of exhibitions, regardless of how many works are exhibited. Do not include display of permanent collection/s unless presented / curated as a special exhibition.

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| Self-curated/ initiated | Where your organisation has developed and conducted an exhibition or series of exhibitions and bears most of the risks. |
| Exhibition Days | Exhibition days are calculated by totaling the days that each exhibition is open. EG: if an organisation held 3 simultaneously, each day the gallery / museum was open would count as 3 exhibition days. |
| Other Exhibitions | Any exhibition not curated or initiated by your organisation, and where most of the risk is actually borne by another party, such as where you are paid a fee for specific services relating to an exhibition, or where an exhibition is held in partnership with others. |

## Number of publications and sales

The number of books or journal edition published (in print or digital media), regardless of how many shorter works are included within it.

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| Number of publications/ issues | Includes journals, arts magazines, literary publications, one-off publications like major catalogues and also includes CD’s, published scores. In the case of serial publications, each issue to count as a publication. Also includes industry or sector newsletter but *excludes annual reports, exhibition or theatre programs and membership newsletter which are not generally available to the public*. |
| Number of sales | Give the number of publications/issues sold. |
| Circulation | Calculate by using the number distributed and/or downloaded. |

## 1.5 Number of Tours

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| Inbound | Includes tours that your organisation is ‘hosting’ or are coming to your venue |
| Outbound intrastate | Number of tours within your State/Territory |
| Outbound interstate | Number of tours to other States/Territories |
| Outbound International | Number of overseas tours. |

## 1.6 Number of other activities

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| Number of screenings | Includes films and screenings organised by organisation. |
| Number of seminars, conferences | Includes public lectures, seminars and conferences organised by your organisation. |
| Number of workshops | Includes programs, courses and workshops for adults, youth and school-aged children. Count each session. |
| Number of other activities | Such as auspicing, project managing or producing on behalf of other artists/companies, umbrella productions/activities, consultancies |

# 2 ATTENDANCE SUMMARY

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| Self-entrepreneured | See above |
| Contract-fee | See above |
| Metropolitan | An area with a population density of 100,000 people or greater (excluding Townsville, which is defined as regional) within the State or Territory that your organisation is based in. |
| Regional | Any area that is not metropolitan within the State or Territory that your organisation is based in. |
| Interstate | Attendances at events in a State or Territory other than the one your organisation is based in. |
| International | Attendances at overseas events. |
| Target Area | Only include information for an area specifically nominated by your State/Territory funding agency (eg. NSW requires additional information about Western Sydney). |
| Paid attendances | Single tickets sold including subscriptions |
| Unpaid attendances (ticketed) | Includes complimentary and free tickets at activities where entrance is by ticket or fee. |
| Unpaid attendances (non-ticketed) | Includes estimates of attendances at activities where entrance is free to all (and tickets are not issued). |
| Broadcast audience | Estimated audiences for activities broadcast by radio, television or web-casting. |

# 3 PARTICIPATION SUMMARY

## 3.1 and 3.2 Number of participants

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| Participants | Participants are people who attend or participate in seminars, conferences, workshops, masterclasses, projects or other activities (where the intention of the activity is the development of skills for participants and/or collaboration between artists and participants in a creative process). Participant figures are split into those who pay a fee to attend and those who do not (eg. particularly in relation to community involvement-type activities).  To calculate the number of participants, multiply the number of sessions by the number of participants in each session. If your organisation runs a series of 10 workshops with the same 5 people then there would be 50 participants. |

## 3.3 Level of service

For service and resource organisations and activities.

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| Responses to information requests | Includes the number of responses (both written and verbal) to requests made to the organisation for information. |
| Artists supported/ represented: | Give the number of practicing artists supported or represented by the services of your organisation. |
| Non-artists supported | Give the number of people (other than professional artists) supported by the services of your organisation. |

# 4 MEMBERS AND SUBSCRIBERS SUMMARY

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| Financial members | Members who pay a fee to join and/or annual renewal fee.Can include “friends” of your organisation. |
| Non-financial members | Includes corporate, associate members, life and honorary members, |
| Subscribers | Includes newsletter-only subscribers |

# 5 EMPLOYMENT MEASURES

Number of employees, casuals and volunteers should be based on the number of each of these at 30 June each year.

Non-salaried directors. self-employed persons such as consultants, contractors and persons paid solely by commission without a retainer should not be included in employment numbers.

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| Employees | Employees are defined as those that receive some form of leave entitlements, |
| Casuals | Casuals are defined as those who do not receive any form of leave entitlement. |
| Volunteers | Includes volunteer board/committee members, volunteer fundraisers and auxiliaries, as well as volunteers involved in organisational and other operational activities. |