

## **Market Access Final Report – Artists 2011-12**

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Name: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Event and Date: \_\_\_\_\_

**Note:**

This final report must be submitted in hard copy. Email or faxed reports are not accepted.

### **PART A: RESULTS**

Please answer the following thoroughly and completely so as to reflect your activity and results at the event:

1. Did you meet your goals in attending this event? Please list your specific goals, and why/how your goals were or were not met.
2. What aspects of your marketing and promotion strategies were particularly effective or not effective? List any significant media coverage you received for the showcase.
3. List any industry individuals you had meetings with or who attended your showcase.
4. List any specific deals or signings that resulted from this event, were initiated at this event, or were moved closer to fruition as a result of this event.
5. Did you find this event useful? What aspects? Would you attend again?
6. Did you obtain other funding for this trip from any other funding organization(s)?

Please add any further comments regarding this event, your involvement, or the Market Access Program. You may be contacted for further information.

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### PART B: FINACIAL REPORT

Budget (as per schedule A)	Actual (attach receipts)	
		<b>Marketing and Promotion</b>
\$	\$	Phone / Fax
\$	\$	Mail / Courier
\$	\$	Design/ Printing
\$	\$	Publicist
\$	\$	Advertising
\$	\$	Other _____
<b>A</b>	<b>\$</b>	<b>Total Marketing and Promotion Expenses</b>

		<b>Showcase Expenses</b>
\$	\$	Vehicle Rental & Fuel ( only if rental vehicle)
\$	\$	Mileage \$0.36 x _____ km (only if personal vehicle)
\$	\$	Travel / Airfare
\$	\$	Freight / Cargo
\$	\$	Equipment Rental
\$	\$	Conference Registration
\$	\$	Insurance (Travel insurance is recommended)
\$	\$	Accommodations
\$	\$	Other _____
<b>B</b>	<b>\$</b>	<b>Total Fees / Commissions</b>

		<b>Fees / Commissions</b>
\$	\$	Artist Fees: _____ # musicians X _____ # performances X \$_____ fee per musician (max \$100 per musician up to a max of \$500 per group)
\$	\$	Per Diems: _____ # person(s) X _____ # days X \$_____ per person (maximum per person: \$45 domestic, \$65 US, \$100 international)
\$	\$	Technicians: _____ # technicians X \$_____ fee per technician
\$	\$	Other _____
<b>C</b>	<b>\$</b>	<b>Total Showcase Expenses</b>

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	<b>Budget</b> <small>(as per schedule A)</small>	<b>Actual</b> <small>(attach receipts)</small>	
<b>D</b>	\$	\$	<b>TOTAL EXPENSES (A+B+C)</b>
<b>E</b>	\$	\$	<b>ADMINISTRATION FEE (D x 15%, max \$200)</b>
<b>F</b>	\$	\$	<b>TOTAL BUDGET (D + E)</b>
<b>G</b>	\$	\$	<b>TOTAL CONTRIBUTION FROM OTHERS (Page 3 of application)</b>
<b>H</b>	\$	\$	<b>TOTAL PERFORMANCE INCOME</b>
<b>I</b>	\$	\$	<b>CASH SHORTFALL (F - G - H)</b>
<b>J</b>	\$	\$	<b>ELIGIBLE AMOUNT</b> Lesser of: <b>F x 75%</b> or <b>I</b> or <b>\$2000 Domestic, \$3000 International</b>

### PART C: RECEIPTS

- Please include a list of receipts in the order of the budget.
- A physical copy of all receipts must accompany your final report (photocopies are accepted). Please attach in the order they appear in the list.

*All parts of this report must be completed and submitted within 30 days of the Market Access event in order to process final payment and close the file.*