Chamber
Music
Scotland

Chamber Music Scotland:
Promoter Funding - Reporting 2023/24

Reporting Form

This report is one essay style report *(Max 500 words)*.
Please include any relevant details, such as:

- Concert information
- How your club engaged with the local community,
- Details on any successful or unsuccessful fundraising
- Income generation
- Details and results of any new initiatives/new ways of working that you implemented during the season.

Please refer back to your application you submitted for 2023/24 and evidence how you carried out the work you intended to do.

Reporting Spreadsheet

The Reporting Spreadsheet has 3 tabs:

- Budget Income
- Budget Expenditure
- 2023/24 Concerts.

Please complete each tab with actual figures.

Concerts tab of the Reporting Spreadsheet:

We are asking for the following information:

- **Tickets Available** (Capacity): this is the number of tickets that were available per concert.
- **Total Attendance** (Purchased Tickets): this is the number of people who purchased a ticket and attended the concert.
- **Total Attendance** (Complimentary Tickets): this is the number of people who attended the concert but did not need to purchase a ticket.
- **Box Office Take** (Actual – include per concert season ticket value): this is the amount you made in ticket sales, including season tickets.

Here's an example of how to work out Box Office Take with Season Ticket Holders:

If you don't gather the number of season ticket holders in attendance at each concert, don't worry. Use the number of season tickets sold and apply it to each concert.
For example: If you sold 20 season tickets, then If you had a concert where 40 attendees purchased single tickets, assume 20 season ticket holders attend the concert, which is

based on the total amount you sold, and calculate your attendance and box office take for that concert using those numbers - (40 single ticket holders at £15 each + 20 season tickets at £10 each).

If your club doesn't have a season ticket scheme, then you only need to multiply the single ticket cost by the number of attendees to calculate your box office take.

Performers' Travel: details on performers' travel to your venue and the mode of transport. You must give a figure and a mode of transport, even if it is an estimation.

How do you submit your report?

Please email your completed Reporting document and Spreadsheet to info@chambermusicscotland.com by Monday 3rd June 2024 11 AM

You must ensure that you send the completed documents back to us in their original formats (eg. Word, Excel, etc.) We need the files in their original formats to complete our reporting requirements to Creative Scotland.

If you are submitting a new application for funds 2024/25, you will need to submit your report for 2023/24 to ensure we can process your new application.

Get in Touch

If you have any questions about your application, please get in touch with us via email: **info@chambermusicscotland.com**