# Orchestras Live

# Event Report and Claim Form 2023/24

Please return this form within **1 month** of the event. For project work, please complete a Project Evaluation Form**,   
which can be downloaded from** [www.orchestraslive.org.uk/partner-resources](https://www.orchestraslive.org.uk/partner-resources)

|  |  |
| --- | --- |
| **Who is completing this form (name, organisation):** |  |
| **Date, time and title (if applicable) of event** |  |
| **Venue** |  |
| **Orchestra** |  |

# AUDIENCES (complete as applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **PHYSICAL ATTENDANCES** | | **ONLINE ATTENDANCES** | |
| **Ticket Prices** | **£** | **Ticket Prices** | **£** |
| **Number sold at full price** |  | **Number sold at full price** |  |
| **Number sold at discount price** |  | **Number sold at discount price** |  |
| **Number of complimentary tickets** |  | **Number of complimentary tickets** |  |
| **Venue capacity** |  | **Total no. of online tickets available** |  |
| **Total number of seats available** |  | **Online attendance total** |  |
| **Live attendance total** |  |

|  |  |
| --- | --- |
| **Total Gross Box Office** | £ |
|
| **Total Net Box Office Income**  (Less VAT and credit card commission to calculate Net Income) | £ |
|

**If you presented all or part of your event digitally/online:**

|  |  |
| --- | --- |
| **Distribution platform(s) used:** (e.g. YouTube/Facebook Live) |  |
| **Total no. views per platform:** |  |
| **Average watch time:** (include as % of film length and other engagement analytics where available) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not at all** **1** | **2** | **3** | **4** | **Fully** **5** |
| **How confident were you in presenting all or part of the event digitally?** |  |  |  |  |  |

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| --- |
| **Was there anything Orchestras Live did to improve your confidence in digital presentation? If not, is there more we could have done?** |
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| --- | --- | --- | --- |
| What challenges did you face in using digital elements? | | | |
|  | Staff time/capacity |  | Difficulty obtaining permissions |
|  | Lack of organisational skills/resources |  | Poor Wi-Fi/phone/broadband connection |
|  | Cost |  | Not appropriate to the event |
|  | Lack of access to equipment |  | Other (please specify): |
| More details/other comments: | | | |

**AUDIENCE MONITORING**

As part of Orchestras Live’s commitment to diversity and inclusion, from 2020/21 we require all promoter partners to provide information on protected characteristics of their audiences.

This year, you can provide information via two methods:

1. **Through our *Illuminate* Audience Survey** that you can send directly to audience members to complete following the event. Please request this from us in advance.
2. **Collecting demographic information from audiences directly** and reporting in the grid below.

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| --- | --- | --- |
| **Please indicate which audience data collection method you have used:** | ***Illuminate* Audience Survey**  **(move on to EVENT EVALUATION)** | **Information collected directly (complete grid below in full)** |
|  |  |

**AUDIENCE DEMOGRAPHICS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sex**  **(provide totals):** | | **Male** | | | **Female** | **Prefer not to say** | |
|  | | |  |  | |
| **Gender identity  (provide totals):** | **Male** | | **Female** | **Would describe in another way** | | | **Prefer not to say** |
|  | |  |  | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Age** | **Total** | **Age** | **Total** | **Age** | **Total** |
| **Under 16** |  | **40-44** |  | **70-74** |  |
| **16-19** |  | **45-49** |  | **75-79** |  |
| **20-24** |  | **50-54** |  | **80-84** |  |
| **25-29** |  | **55-59** |  | **85 or older** |  |
| **30-34** |  | **60-65** |  | **Prefer not to say** |  |
| **35-39** |  | **65-69** |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ethnic group** | **Total** | **Ethnic group** | **Total** | **Ethnic group** | **Total** |
| **White:** | | **Mixed:** | | **Asian or Asian British:** | |
| **English/Welsh/Scottish/ Northern Irish/British** |  | **White and Black Caribbean** |  | **Indian** |  |
| **Irish** |  | **White and Black African** |  | **Pakistani** |  |
| **Gypsy or Irish Traveller** |  | **White and Asian** |  | **Bangladeshi** |  |
| **Other white background** |  | **Other Mixed/multiple ethnic background** |  | **Chinese** |  |
|  | |  | | **Other Asian background** |  |
| **Black or Black British:** | | **Other:** | |  | |
| **African** |  | **Arab** |  | **Prefer not to say** |  |
| **Caribbean** |  | **Other** |  |  |  |
| **Other Black/African/ Caribbean background** |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Identifying as a D/deaf or disabled person or have a long-term health condition? (provide totals)** | **Yes** | **No** | **Prefer not to say** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First part of postcode** | **Total** | **First part of postcode** | **Total** | **First part of postcode** | **Total** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

*(add more rows as required)*

**EVENT EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **To what extent has this event helped you to develop your practice in engaging with your community to:** | **Not at all** **1** | **2** | **3** | **4** | **Fully** **5** |
| **… reach new segments of your community?** |  |  |  |  |  |
| **… engage with your community in new ways?** |  |  |  |  |  |
| **Please give details** | | | | | |
|  | | | | | |

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| Was there a specific audience you were targeting in your audience development strategy for this event, and was this successful? Please give more details about these targets and outcomes. |
|  |

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| --- |
| **Did you try a different presentation format in this event that you haven’t tried before? If so please give details and tell us how it went.** |
|  |

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| What might you do differently as a result of what you have learnt from this event? |
|  |

**PARTNERSHIP EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not at all** **1** | **2** | **3** | **4** | **Fully** **5** |
| **Thinking about the event overall, to what extent has the partnership with Orchestras Live, and the support this brings, had a positive impact on your practice?** |  |  |  |  |  |
| **To what extent does working with OL give you confidence to try out new ideas/be more creative in the ways you present orchestral work in order to diversify your audiences?** |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Would you have produced this event without Orchestras Live’s partnership?** | **Yes** | **No** | **Don’t know** |
|  |  |  |

|  |
| --- |
| What added value does working with Orchestras Live give you for events like this? |
|  |

|  |
| --- |
| **Aside from funding, what one thing could Orchestras Live do to help you to diversify and grow your audiences?** |
|  |

#### ANY OTHER COMMENTS?

We would be pleased to have your feedback on any aspect of the event itself, such as the artistic quality and presentation by the orchestra, and response/feedback from the audience including any specific anecdotal evidence/quotes.

|  |
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|  |

**INCOME** (not including Orchestras Live funds)

|  |  |  |
| --- | --- | --- |
|  | **Net income** (excluding VAT) | **VAT** *(where applicable)* |
| **Physical Ticket Sales** *(Total Net Box Office)* |  |  |
| **Digital Ticket Sales** |  |  |
| **Donation income from digital events** |  |  |
| **General donation income** |  |  |
| **Programme Sales** |  |  |
| **Advertising Income** |  |  |
| **Sponsorship Income** *(Name):* |  |  |
| **Trusts/Foundations Grant Income** *(Name):* |  |  |
| Other public funding *(please specify):* |  |  |
| TOTAL INCOME | **£** | £ |

**EXPENDITURE** (not including OL management fee)

|  |  |  |
| --- | --- | --- |
|  | **Net costs** (excluding VAT) | **VAT** *(where applicable)* |
| **Artistic Costs** *(orchestra fee)* |  |  |
| **Music hire, instrument hire/tuning** |  |  |
| **PRS fees** |  |  |
| **Venue hire** |  |  |
| **Digital (including digital marketing costs)** |  |  |
| **Other Marketing** *(flyers/advertising/programmes etc)* |  |  |
| **Management and Staffing Costs** |  |  |
| **Overhead Costs** |  |  |
| Other *(please specify):* |  |  |
| TOTAL EXPENDITURE | **£** | £ |

|  |  |
| --- | --- |
| TOTAL DEFICIT (total income – total expenditure) *(excluding VAT)* | **£** |

#### Estimated value of in-kind contributions (if applicable)

|  |  |  |
| --- | --- | --- |
| Amount | | Details *(e.g. management, staff time, venue hire etc)* |
| **£** |  |  |

**FUNDING**

Please note that allocations are in the form of a grant, which does not attract VAT, and these funds are only payable if this project has made a financial loss.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Name of Partner that has Partnership Agreement with OL*** | | **Allocation** | |
| **Partnership Fund** |  | | **£** |  |
|  | | **£** |  |
| **Programme Funding from Orchestras Live** | | | **£** |  |
| **Other allocations** | | | **£** |  |
|  |  | **CLAIM AMOUNT\*** | **£** |  |

*\* Please note that these fund allocations are a guarantee against loss for this project.*

**PAYMENT DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BACS Details** | Account Name |  | | | |
| Account No. |  | | Sort Code |  |
| Email address for notification of BACS payment: | | |  | | |
| **OR**  **Cheque Details** | Cheque payable to: |  | | | |
| Send to: |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Signed** |  | **Date** |  |

**Please return this report to:** [**joana@orchestraslive.org.uk**](mailto:joana@orchestraslive.org.uk) **THANK YOU**