

SOCAN FESTIVAL INFOCARD

How to report a festival:

For free events, base your calculations on the total of performer fees per day (the minimum of \$35 is per day, not per act). Note that this applies to Canada Day and other free outdoor concerts as well. Ticketed events should be reported individually. See example below.

MUSIC LICENCE FORM - TARIFF 4A1 – POPULAR MUSIC CONCERTS

"Concert date (DD/MM/YY)"	Name of concert act(s)	Venue name and city	Promoter name and address	Was admission charged?	"Gross ticket sales (A)"	Fees paid to the performers (B)	Per event fee (A or B) x 3%
01-07-2013	Arcade Fire	Main stage, Vancouver	Socanfest	Yes	\$18,970.80		\$569.12
01-07-2013	John Smith, Jane Smith, John Hancock	Outdoor stages, Vancouver	Socanfest	No		\$2,700.00	\$81.00
02-07-2013	Marc Harrisson (opening act: Georges K.)	XYZ Hall, Vancouver	Socanfest	Yes	\$5,765.23		\$172.96
02-07-2013	Guns n Roses cover band	Outdoor stages, Vancouver	Socanfest	No		\$500.00	\$35.00
03-07-2013	Bill & Sam, Linda Rogers, Phil Moore	Outdoor stages, Vancouver	Socanfest	No		\$1,150.00	\$35.00

For more specific examples of how to report for your one-of-a-kind festival, please go to our website and access our [SOCAN Festival Flowchart](#).

TOTAL OF PERFORMER FEES PER DAY

WHAT YOU WILL NEED TO INCLUDE WHEN REPORTING FOR YOUR FESTIVAL:

- A schedule including all acts and the dates that they perform.
- Logging sheets (aka a set list) completed by each act, if possible.
- Tariff 4A1 report form for popular music (or 4B1 for classical) filled out **in full** with **all** information requested, along with a signature.
- Payment (corresponding with calculated licence fee on report).

WHAT IS A FESTIVAL LOGGING SHEET?

A festival logging sheet is a document provided by SOCAN to be handed out to performers so they may log the songs they played.

WHY IS IT IMPORTANT TO INCLUDE THIS INFORMATION?

Forgetting to include any of the above WILL delay your event from being licensed, and delay the distribution of royalties to the artists who make your event a success!

DO's and DON'T's of festival reporting

DO's

- DO** break down your performer fees (for free shows) **per day** (see festival [flowchart](#) with examples on our website).
- DO** list all **musical** performers, including all supporting acts Canadian and non, paid or not, along with the **specific dates** they performed.
- DO** provide **exact dates** on your report form.
- DO** remember to ask performers to fill out festival logging sheets including each song they played.
- DO** add the applicable federal and provincial taxes to your licence fee (with a minimum fee of \$35 per day plus tax).

DON'T's

- DON'T** pay a minimum fee **per act** (unless it was a separate ticketed event).
- DON'T** include non musical acts.
- DON'T** list date ranges (ex. Jul 1–5 2012). We want the **exact dates** of your event with detailed information of what went on that day.
- DON'T** forget, the minimum fee is \$35 per day for **free events** and \$35 per concert for **ticketed events**.

For all other festival inquiries, please contact us at: 1.866.944.6223 or email us at: licence@socan.ca

SOCAN