



## Programs & Services Information Guide

Learn more about the various programs & services Ottawa Festivals offers its members! Please tick the appropriate box(s) if you would like information on any of the following:

### Active Membership Benefits\*:

- Group Benefits Plan** (Employee Life, Accidental Death & Dismemberment, Dependant Life, Long-Term Disability, Extended Health Care, and Dental Care)
- Sustainability & Emergency Fund Program** (Access to funding for operational needs or emergency situations)
- Public Awareness Campaign** (Group marketing initiatives)
- Job Creation Partnership Program** (Access support staff in marketing, administration, logistics, etc.. at reduced rates)
- Seminar & Workshop Series** (Develop best practices & industry standards)
- Official Suppliers Program** (Share and access lists of suppliers)
- Resource Centre** (Library of books and CDs to assist in the development /betterment of staff and organization)
- Launch of the Festival Season Event** (Participation in the annual media/public awareness event to kick-off the festival season)
- Web site** (Publicize and advertise events through the calendar of events, cross-linking and searching out staff and volunteers)
- Ottawa Festivals Research** (A three-tier research program to disseminate statistics and information about the social, economic and environmental impacts of festivals, fairs and special events in the National Capital)
- Tradeshows & Fairs** (Promotion of industry through showcasing festivals, special events & fairs at various shows)
- Calendar of Events Brochure** (Listing of events, dates, phone numbers and Web sites, distributed in print throughout locations in Ottawa-Gatineau)
- Information Centre** (Display brochures & posters at Ottawa Festivals ByWard Market outlet)
- Volunteers Program** (Access volunteer lists through various tradeshows and/or list your volunteer requirements through Volunteer Ottawa)
- E-Newsletters** (Electronic newsletter with summarized articles sent weekly/bi-weekly)
- Intranet Site (Forum)** (Sharing of information, resource centre with templates, contact lists and news articles)
- Media Tracking** (Compilation of news clippings from local papers)
- Social Events** (Christmas Social & Annual General Meeting)
- Office & Equipment Leasing Program** (Access Ottawa Festivals board room and/or equipment at reduced rates)
- Participation in Committees** (Take part in Governance, Marketing, Employment, Membership and/or Audit & Finance committee groups)
- Participation on the Board** (Contribute toward the development of the festival, special event & fair industry)
- Supplementary** (Various other opportunities as they arise i.e. Re-branding contest)

## **Affiliated Membership Benefits\*:**

### ***Community Events / Business Improvement Areas (BIA's)***

- Group Benefits Plan** (Employee Life, Accidental Death & Dismemberment, Dependant Life, Long-Term Disability, Extended Health Care, and Dental Care)
- Public Awareness Campaign** (Partial participation of group marketing initiatives)
- Seminar & Workshop Series** (Develop best practices & industry standards)
- Official Suppliers Program** (Share and access lists of suppliers)
- Resource Centre** (Library of books and CDs to assist in the development /betterment of staff and organization)
- Launch of the Festival Season Event** (Participation in the annual media/public awareness event to kick-off the festival season)
- Information Centre** (Display brochures & posters at Ottawa Festivals ByWard Market outlet)
- Web site** (Publicize and advertise events through the calendar of events, cross-linking and searching out staff and volunteers)
- Tradeshows & Fairs** (Promotion of industry through showcasing festivals, special events & fairs at various shows)
- E-Newsletters** (Electronic newsletter with summarized articles sent weekly/bi-weekly)
- Intranet Site (Forum)** (Sharing of information, resource centre with templates, contact lists and news articles)
- Media Tracking** (Compilation of news clippings from local papers)
- Social Events** (Christmas Social & Annual General Meeting)
- Office & Equipment Leasing Program** (Access Ottawa Festivals board room and/or equipment at reduced rates)
- Participation in Committees** (Take part in Governance, Marketing, Employment, Membership and/or Audit & Finance committee groups)
- Supplementary** (Various other opportunities as they arise i.e. Re-branding contest)

### ***Arts & Culture Associations***

- Group Benefits Plan** (Employee Life, Accidental Death & Dismemberment, Dependant Life, Long-Term Disability, Extended Health Care, and Dental Care)
- Public Awareness Campaign** (Partial participation of group marketing initiatives)
- Seminar & Workshop Series** (Develop best practices & industry standards)
- Official Suppliers Program** (Share and access lists of suppliers)
- Resource Centre** (Library of books and CDs to assist in the development /betterment of staff and organization)
- Launch of the Festival Season Event** (Participation in the annual media/public awareness event to kick-off the festival season)
- Information Centre** (Display brochures & posters at Ottawa Festivals ByWard Market outlet)
- Tradeshows & Fairs** (Promotion of industry through showcasing festivals, special events & fairs at various shows)
- E-Newsletters** (Electronic newsletter with summarized articles sent weekly/bi-weekly)
- Intranet Site (Forum)** (Sharing of information, resource centre with templates, contact lists and news articles)
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## **Industry / Business Organizations**

- Public Awareness Campaign** (Partial participation of group marketing initiatives)
- Seminar & Workshop Series** (Develop best practices & industry standards)
- Official Suppliers Program** (Sharing of information and access lists of suppliers)
- Resource Centre** (Library of books and CDs to assist in the development /betterment of staff and organization)
- Launch of the Festival Season Event** (Participation in the annual media/public awareness event to kick-off the festival season)
- Information Centre** (Display brochures & posters at Ottawa Festivals ByWard Market outlet)
- Tradeshows & Fairs** (Promotion of industry through showcasing festivals, special events & fairs at various shows)
- E-Newsletters** (Electronic newsletter with summarized articles sent weekly/bi-weekly)
- Intranet Site (Forum)** (Sharing of information, resource centre with templates, contact lists and news articles)
- Media Tracking** (Compilation of news clippings from local papers)
- Social Events** (Christmas Social & Annual General Meeting)
- Office & Equipment Leasing Program** (Access Ottawa Festivals board room and/or equipment at reduced rates)
- Participation in Committees** (Take part in Governance, Marketing, Employment, Membership and/or Audit & Finance committee groups)
- Supplementary** (Various other opportunities as they arise i.e. Re-branding contest)

## **For Profit Festivals, Special Events & Fairs**

- Public Awareness Campaign** (Partial participation of group marketing initiatives)
- Seminar & Workshop Series** (Develop best practices & industry standards)
- Official Suppliers Program** (Share and access lists of suppliers)
- Resource Centre** (Library of books and CDs to assist in the development /betterment of staff and organization)
- Launch of the Festival Season Event** (Participation in the annual media/public awareness event to kick-off the festival season)
- Information Centre** (Display brochures & posters at Ottawa Festivals ByWard Market outlet)
- Web site** (Publicize and advertise events through the calendar of events, cross-linking and searching out staff and volunteers)
- Tradeshows & Fairs** (Promotion of industry through showcasing festivals, special events & fairs at various shows)
- E-Newsletters** (Electronic newsletter with summarized articles sent weekly/bi-weekly)
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## Students

- Seminar & Workshop Series** (Develop best practices & industry standards)
- Resource Centre** (Library of books and CDs to assist in the development /betterment of staff and organization)
- Launch of the Festival Season Event**  
(Participation in the annual media/public awareness event to kick-off the festival season)
- E-Newsletters** (Electronic newsletter with summarized articles sent weekly/bi-weekly)
- Social Events** (Christmas Social & Annual General Meeting)
- Participation in Committees** (Take part in Governance, Marketing, Employment, Membership and/or Audit & Finance committee groups)

**Please send information on the above programs & services.**

**Event Name:** \_\_\_\_\_

**Organization – LEGAL NAME:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Telephone:** (\_\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_\_) \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Web site:** \_\_\_\_\_

Established in 1996, Ottawa Festivals is a not for profit member-based organization which leads Ottawa's multi-million dollar event industry in Canada's Capital Region. It works to make local festivals, special events, and fairs world-class and to promote Ottawa as an exciting tourist destination while making a significant impact on the local economy and greatly enhancing the region's image.

**“TOGETHER : Building Festivals, Special Events & Fairs!”**

*\*Programs & Services may change at the discretion of Ottawa Festivals.*

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**www.OttawaFestivals.CA – “ TOGETHER : Building Festivals, Special Events & Fairs! ”**