



MEMBERSHIP CATEGORIES & DUES INFORMATION GUIDE

Ottawa Festivals is the result of festival organizers, politicians, and the tourism industry recognizing a need for Ottawa's festivals and events to be properly planned, carefully scheduled, and effectively promoted. Incorporated in 1996, Ottawa Festivals is a membership-based organization, currently comprised of over 50 not-for-profit festivals, special events and fairs. As a cohesive body, Ottawa Festivals is able to heighten awareness on industry issues and assist festivals, special events, and fairs of varying sizes attain their goals.

Vision

Ottawa Festivals will lead festivals, special events and fairs in the National Capital Region by providing an extensive range of programs and services to support their goals, while acting as a centralized resource within the tourism

Mission

Ottawa Festivals is a not-for-profit association dedicated to providing support, presenting a united voice, and creating an effective networking environment for event members to operate more effectively.

Mandate

- To raise the profile of festivals, special events and fairs in the National Capital Region
- To market Ottawa's events and the National Capital Region as a tourist destination

- To provide a communication link between event organizers
- To gather and disseminate information which aids in the development of festivals, special events and fairs
- To act as a central resource for the public searching for information on events
- To advocate, as a cohesive group, on issues affecting festivals, special events and fairs

Further Goals

- To realize the potential of festivals, special events and fairs as an economic generator for the City of Ottawa
- To build festivals, special events and fairs as a part of the branding of the City of Ottawa
- To unify all tourism partners to strengthen the community and to increase the potential of the tourism industry

Membership Benefits: (refer to Programs & Services Information Guide)

Professional Opportunities

- Best Practices and Industry Standards - work and exchange views with Ottawa's professional industry managers
- Unified Voice - partner with organizations that champion issues that impact festivals, special events and fairs
- Skill Enhancement / Development - access varied resources for further improvement of expertise
- Leadership - join a committee and/or become a Board member to lead and support the organizations vision

Networking Opportunities & Employment

- Network - participate in member-only events to interact and work with other professionals, build contacts and strengthen relationships
- Employ - connect with the event industry for timely job opportunities
- Partner - associate with like-minded organizations to further develop and to advocate on industry and tourism issues

Marketing & Promotions

- Increased Visibility - reach out to various audiences by participating in Ottawa Festivals' promotional opportunities
- Advertising - benefit from advertising and increased awareness among visitors and the local community
- Cross-Promotion - receive increased visibility through partnering and group marketing initiatives
- Publicity - secure widespread media coverage through related events under Ottawa Festivals' membership

Direct Benefits & Services

- Resources - access employees through the Ottawa Festivals' staffing program
- Communication - exchange news and share opinions through a centralized electronic system
- Cross-Linking - channel traffic to Web sites to increase revenue, volunteers and event awareness
- Library - search for industry-related information from a well-equipped resource centre
- Documentation - retrieve historical records of media coverage in electronic and newspaper clippings
- Community - participate in Ottawa Festivals entire social media spectrum
- Group Benefits Plan - access Ottawa Festivals health benefits plan
- Sustainability & Emergency Fund - access funds for operational needs or emergency situations

Membership Categories & Benefits:

Active Members

Category A

(festivals, special events & fairs with an operating budget of <\$300,000)

\$275.00 + (HST) \$35.75 = \$310.75

Category B

(festivals, special events & fairs with an operating budget of \$300,000 to \$1,000,000)

\$400.00 + (HST) \$52.00 = \$452.00

Category C

(festivals, special events & fairs with an operating budget of >\$1,000,000)

\$550.00 + (HST) \$71.50 = \$621.50

Active membership shall be granted to a festival, special event or fair which:

1. is an incorporated, not-for-profit organization in the National Capital Region
2. has been in operation for a minimum of one year
3. operates under a Board of Directors
4. operates a minimum of a two-day event

and which, by interest and / or by activity, supports the mission and mandate of Ottawa Festivals.

This full - service membership will provide:

- a. voting privileges at the AGM and special meetings of Ottawa Festivals
- b. eligibility for elective and appointive office as part of the Ottawa Festivals Board or Committees
- c. access to all programs and services (refer to Programs & Services Information Guide)

Affiliated Members

Community Events

Category A

(with an operating budget of <\$100,000)

\$125.00 + (HST) \$16.25 = \$141.25

Category B

(with an operating budget of \$100,000 - \$300,000)

\$200.00 + (HST) \$26.00 = \$226.00

Category C

(with an operating budget of >\$300,000)

\$450.00 + (HST) \$58.50 = \$508.50

Affiliated membership shall be granted to community and / or charitable purpose organization which:

1. is a not-for-profit organization in the National Capital Region
2. has been in operation for a minimum of two years
3. holds an event that occurs annually
4. is volunteer driven

and which, by interest and / or by activity, supports the mission and mandate of Ottawa Festivals.

This partial - service membership will provide:

- a. eligibility for participation on Ottawa Festivals Committees
- b. access to limited programs and services (refer to Programs & Services Information Guide)

Arts & Culture Associations

Category A

(with an operating budget of <\$100,000)

\$125.00 + (HST) \$16.25 = \$141.25

Category B

(with an operating budget of \$100,000 - \$300,000)

\$200.00 + (HST) \$26.00 = \$226.00

Category C

(with an operating budget of >\$300,000)

\$450.00 + (HST) \$58.50 = \$508.50

Affiliated membership shall be granted to arts or cultural associations which:

1. is an incorporated, not-for-profit organization in the National Capital Region
2. has been in operation for a minimum of two years
3. operates under a Board of Directors

and which, by interest and / or by activity, supports the mission and mandate of Ottawa Festivals.

This partial - service membership will provide:

- a. eligibility for participation on Ottawa Festivals Committees
- b. access to limited programs and services (refer to Programs & Services Information Guide)

Affiliated Members cont'd

Business Improvement Areas (BIA's)

\$650.00 + (HST) \$84.50 = \$734.50
limited to one event per membership

Affiliated membership shall be granted to organizations whose mandate is the growth, prosperity and well-being of the community which:

1. is an incorporated, not-for-profit organization in the National Capital Region
2. has been in operation for a minimum of two years
3. operates under a Board of Directors
4. event occurs annually

and which, by interest and / or by activity, supports the mission and mandate of Ottawa Festivals.

This partial - service membership will provide:

- a. eligibility for participation on Ottawa Festivals Committees
- b. access to limited programs and services (refer to Programs & Services Information Guide)

Industry / Business Organizations

\$550.00 + (HST) \$71.50 = \$621.50

Affiliated membership shall be granted to organizations whose corporate mission and mandate is to strengthen and increase the tourism industry; and / or by products, services or activities supports the mission and mandate of Ottawa Festivals.

This partial - service membership will provide:

- a. eligibility for participation on Ottawa Festivals Committees
- b. access to limited programs and services (refer to Programs & Services Information Guide)

For-Profit Festivals, Special Events & Fairs

\$550.00 + (HST) \$71.50 = \$621.50

Affiliated membership shall be granted to a festival, special event or fair which:

1. is an incorporated, for-profit organization in the National Capital Region
2. has been in operation for a minimum of two years
3. operates annually / bi-annually

and which, by interest and / or by activity, supports the mission and mandate of Ottawa Festivals.

This partial - service membership will provide:

- a. eligibility for participation on Ottawa Festivals Committees
- b. access to limited programs and services (refer to Programs & Services Information Guide)

Students

\$25.00 + (HST) \$3.25 = \$28.25

Affiliated membership shall be granted to full or part-time post secondary students in event management studies within the National Capital Region.

This partial - service membership will provide:

- a. eligibility for participation on Ottawa Festivals Committees
- b. access to limited programs and services (refer to Programs & Services Information Guide)

Your membership in Ottawa Festivals helps to promote festivals, special events and fairs in the National Capital Region.

“ Together: Building Festivals, Special Events & Fairs! ”



MEMBERSHIP APPLICATION FORM

NOTE: This document features interactive form fields which enables you to utilize your computer to type your information and complete the form.

Membership Profile *(Please print clearly in the space provided)*

Event Name (English): _____

Event Name (French): _____

Organization - LEGAL NAME: _____

Address: _____ City: _____ Province: _____ Postal Code: _____

Mailing Address (if different): _____ City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

E-mail: _____ Web site: _____

Contact Name: _____ Title: _____

Member Status *(Please (☒) appropriate boxes):*

New

Former

How did you hear of Ottawa Festivals?

Advertisement

Word-of-mouth

Ottawa Festivals Web site

Members Web site

Other (specify): _____

Eligibility *(Please (☒) and complete appropriate boxes):*

A. Number of years in operation: 1 2 3 4 5 Other (specify): _____

B. Status: Festival / Special Event / Fair Community Event Arts & Culture Association Industry / Business Organization

Business Improvement Area Student Other (specify): _____

Not-for-profit For-profit

Incorporated: No

Yes (if yes): Provincial Federal

Registration No: _____ Date: _____

Charitable Organization

Registration No: _____ Date: _____

ANNUAL BUDGET FOR INTERNAL USE ONLY - THIS INFORMATION IS STRICTLY FOR ADMINISTRATIVE PURPOSES AND WILL NOT BE PUBLISHED OR REPRODUCED.

Fiscal Year End: _____ Total: \$ _____ Cash: \$ _____ Contra: \$ _____

Event Information

Current Year Event Dates: _____ Following Year Event Dates: _____

Event Description (max. 50 words for promotional use):

Charitable Contributions toward Community Many members have a charitable component to their operation. Please provide details of your community involvement ie: charity connections, financial / in-kind contributions, etc.

Personnel Full & Part-Time Permanent Staff: (Please complete appropriate box / s and provide FT or PT classification)

Executive Director full name _____ email address _____
Office Manager full name _____ email address _____
Marketing Manager full name _____ email address _____
Logistics Manager full name _____ email address _____
Other: (Specify) _____ full name _____ email address _____

Verification (Please (☒) appropriate boxes and provide required documentation)

Active Members

- Letter of Patent Copy of Bylaws Most recent Financial Statement
 List of Board of Directors Sample Marketing & Promotional Materials

Affiliated Members

Community Events

- Letter of Patent Copy of Bylaws Most recent Financial Statement
 Letter of Support by Community List of Board of Director / Volunteers

Arts & Culture Associations

- Letter of Patent Copy of Bylaws Most recent Financial Statement
 List of Board of Directors Sample Marketing & Promotional Materials

Industry / Business Organization

- Documentation not required

Business Improvement Areas (BIA'S)

- Letter of Patent Copy of Bylaws Most recent Financial Statement
 List of Board of Directors Sample Marketing & Promotional Materials
 Letter from Chair confirming founded event (BIA)

For-Profit Festivals, Special Events & Fairs

- Corporation Papers Copy of Bylaws Business Information Number
 Sample Marketing & Promotional Materials

Students

- A picture ID and a copy of the current school year registration receipt is required. (This rate is not applicable to educational staff / institutions and cannot be associated with an organization.)

Membership Categories & Dues

A. **Membership categories and dues** (Please (☒) appropriate category)

(Dues include (HST))

Active Membership

- Category A (festivals, special events & fairs with an operating budget of < \$300,000) \$310.75
 Category B (festivals, special events & fairs with an operating budget of \$300,000 to \$1,000,000) \$452.00
 Category C (festivals, special events & fairs with an operating budget of > \$1,000,000) \$621.50

Affiliated Membership

- Community Events / Arts & Culture Associations (events with an operating budget of < \$100,000) \$141.25
(events with an operating budget of \$100,000 to \$300,000) \$226.00
(events with an operating budget of > \$300,000) \$508.50
 Business Improvement Areas (BIA'S) \$734.50
 Industry / Business Organization \$621.50
 For-Profit Festivals, Special Events & Fairs \$621.50
 Students \$28.25

B. **Payment options** (Please (☒) appropriate box and provide required documentation. Canadian funds only.)

- Cheque Money Order Visa

Card Number: _____ Expiry Date: _____

Remit the original form, along with all required documentation and payment to Ottawa Festivals, 47 William Street, Ottawa, Ontario, K1N 6Z9..
Please allow 4-6 weeks for processing. Failure to complete and forward the required information will result in a membership processing delay.

Your form may be returned to you for completion. Fees may be pro-rated. Fees cannot be refunded. Membership is subject to approval by Ottawa Festivals.