



People/Stats Form Made Easy

Please note that the [People/Stats Form](#) is due **May 15**. This is to allow sufficient time for information to be compiled and submitted to our funding agency.

- Using the fillable PDF: save the form to your computer first; fill in the form, save it again and e-mail as an attachment.
- It may be simplest to have your Entry Secretary/Production Manager fill out this form. He/she has access to the entry information, which is the most complicated portion. Contact the Scholarship Chair and the Volunteer Chair to let them know what statistics are required, and ask them to report to the Entry Secretary after the festival.
- Festivals cancelled in 2024: Please complete the COMMITTEE AND VOLUNTEERS fields, estimating the number of volunteer hours as all hours involving committee work from July 1, 2023 to June 30, 2024. List the names of delegates who attended the 2023 SMFA AGM (ZOOM). All other fields will be zero.
- We encourage you to complete this form as soon as possible after your festival, while information is fresh. Count entries **BEFORE** cancellations; this information can be entered on the form as soon as your program is printed.

An **entry** is each performance in a class, by an individual or a group (and in some classes, may include more than one selection). An **entrant** is the individual person who has entered the festival. For example, if the ABC Choir has 40 members and enters 2 classes, performing 2 selections in each of those classes, that would be 2 entries and 40 entrants.

NUMBER OF ENTRIES IN EACH DISCIPLINE: To simplify, follow the tabs (disciplines) in the syllabus. Entries to Provincial Classes and Canada West Excellence Classes should be recorded under their respective discipline. For entries to addendum classes, find the syllabus class that aligns closest to the addendum class and record the entry in that field. **Record each entry one time only!**

NUMBER OF PARTICIPANTS THAT ARE NEWCOMERS TO CANADA (PAST FIVE YEARS) OR INDIGENOUS:

- **DO** find a way that works for your festival to collect this information. We have asked that your entry form include a field for self-declaration, but you may find a method that works better for your situation.
 - **DO** make every effort to supply this information as accurately as possible. This information is important for continued funding support.
 - **DON'T** confuse *newcomers* with *first time participants in the festival*. The information required pertains to **newcomers to Canada**.
- **DO** estimate the number of volunteer hours. **Include hours for the entire year** (July 1 to June 30), including meetings, correspondence, fundraisers, etc. as well as hours spent on festival preparation and during the event. This information is important to our funder and sponsors.
 - **ESTIMATE** the ages of volunteers and committee members.
 - Take attendance at all sessions, including the final night. Count everyone: participants, accompanists, teachers, adjudicators, volunteers, audience – everyone who comes through the door. Include your virtual audience (Facebook livestream, YouTube views, etc.) in your audience count.
 - Keep a copy of your People/Stats Form on file for every year. This will make it easier to catch errors, train new people to complete forms, and to keep track of trends in your festival.