

Top Tips for inputting data to arts-info

Set up systems

The business of reporting data will be made much easier if, before you run a project, you set up systems for collating the evidence you will need to report on arts-info. You can see what data will be needed by logging on to www.arts-info.org, browsing the site or downloading the 'Arts-Info Data Assembly Tool'.

You should also checkout the 'project_data_template.xls' on the toolkit CD.

Download the arts-info Data Assembly Tool

The tool helps you prepare for submitting data to www.arts-info.org by providing the data inputting sheets in a form that you can print out. You will still need to input the data manually on-line but at least you will have it all to hand.

Go to www.audience.co.uk/downloads.htm and download '**Top Tips & Definitions.pdf**' and either:

'**Arts Info Data Assembly Tool.zip**' (288Kb)

requires winzip and Acrobat Reader

or

'**Arts Info Data Assembly Tool.pdf**' (1082Kb)

requires Acrobat Reader

Assemble your Data

1. Open the tool and work through the pages completing all of the information that you can (drop down boxes won't be available to you in the printed out form).
2. Save the document and print it.
3. Complete the rest by hand collecting data from wherever you need to.
Note - it may help to have to hand your Annual Report for the year in question, your response to Arts Council England's 'Annual Survey of Recurrently Funded Organisations' for that year (if you are an RFO) and any other documents or reports that bring together performance data on an annual basis.

Log on to www.arts-info.org

4. Select the year for which you are adding data
5. Start with ORGANISATION and work through, page by page, **USING THE PINK ARROWS ON THE SCREEN RATHER THAN THE 'BACK' BUTTON ON YOUR WEB BROWSER!**
6. The data that you input is only saved when you move to another page. It is therefore possible to log-off and return hours or days later to resume data inputting however you must MOVE TO A NEW PAGE USING THE PINK ARROWS first.
7. When you have finished inputting data **remember to Log-off**. If you don't there is a period of time when your data will be open for others to see.

DEFINITIONS - The 'info' buttons are only available online so here they in a table for you to use off-line!

ORGANISATION

User Name Details

Contact Person	The person we will contact with any queries about your account
Person verifying data (if different)	The name of a staff or board member who has checked the data being added to the database
Date of Entry	Enter date in the following format yyyy-mm-dd

Kind of Organisation

Category of industry	Choose the category closest to you - this helps ensure the arts are recognised in government economic statistics
Are you primarily	Choose the primary purposes of your organisation

Arts organisation principal art forms

What artforms are you primarily concerned with?	Choose only those areas you are mainly active in
If you also have non-artistic aims, which are you principally concerned with?	Although you may be concerned with several of these, please select the one which is most important to you

Non-arts organisations using the arts (This is not working at present)

Ways of Working

What are the principal approaches through which you work?	Although you may be concerned with several of these please select the one which is most important to you
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Cultural Diversity

Have any of these artists been involved in your work this year?	Choose only those categories in which you have actually employed or commissioned artists
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Area of work

Where did you work during this period?	Choose all the areas where you did work
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Board and Membership

How many board members do you have?	All committee members including Trustees
Number of members (with membership fee)	People who pay to belong to your organisation
Number of people of on mailing list	People who you contact through regular mailings

STAFF

Employees

Total full-time staff	Full-time staff work at least 40 hours. Don't include full-time equivalents (FTE's) - if people individually work less than a 40 hour week, please list them as part-time staff
Total part-time staff	All other people who work fewer than 40 hours per week

Freelance artists

Volunteers

Trainees and students

Trainees in creative activity	'blank at present'
Trainees in customer service activity	'blank at present'
Trainees in administrative & management	'blank at present'

ACTIVITY

Arts Production

New Performance works commissioned	A new work is something that can be copyrighted, a film, a play, a piece of music etc.
New performance productions created	A new production includes a programme of music, a production of an existing play, ballet, opera etc.
New performance recordings	A performance recording includes any recording which is on public sale, whether directly or through a commercial partner such as a record company
Television Broadcasts	The number of broadcasts of your work, whether live or recorded
Radio Broadcasts	The number of broadcasts of your work, whether live or recorded
Performances given (own productions)	Performances of your own work only
Performances produced (other companies)	Performances by other companies using your venue, including arts centres, festivals, theatres, etc.
New art works commissioned & completed	New artworks include paintings, sculpture, installations, writings, design work etc. anything created by an artists in which copyright could rest
New public art works commissioned & sited	Public art includes only work which is in genuinely public spaces and buildings - don't include work which is in offices or

New exhibitions curated	inside your own premises A new exhibitions means something brought together for the first time
New art works purchased	Include art bought for your own premises here
New catalogues and publications produced	Publication means any published art work, books, catalogues, artists prints - but not marketing or publicity material such as season brochures

Attendances

Full price tickets	Total number of standard price tickets sold
Discounted tickets (Marketing initiatives)	Total number of tickets sold through marketing initiatives e.g. subscriptions as well as complimentary tickets
Concessionary tickets (Over 60s)	Number of sold at lower prices as part of your access policy
Concessionary tickets (Under 18s)	Number of sold at lower prices as part of your access policy
Concessionary tickets (Disabled people)	Number of sold at lower prices as part of your access policy
Concessionary tickets (Unemployed people)	Number of sold at lower prices as part of your access policy`
Concessionary tickets (Other)	Number of sold at lower prices as part of your access policy`
Exhibition attendance	Number of people attending exhibitions during the year.
Estimated attendance at non-ticket events	Number of people attending open (non ticketed) events during the year
Percentage of available tickets sold	Include only tickets sold not complimentary tickets

Arts education work and attendances

Participatory arts work & attendances

Participatory workshops	Includes all other participatory works, projects (not including education programme)
Attendances at participatory workshops	Total number of people attending workshops during the year. An attendance is one person on one day, a five day workshop counts as five attendances
Performances arising from participatory work	Number of public performances which have resulted from community of participatory projects
Attendances at performances of participatory work	Attendances at public performances resulting from community or participatory

Exhibition days arising from participatory work	projects Number of days exhibitions from community or participatory projects was on public display
Attendances at exhibitions of participatory work	Number of people attending exhibitions of work from community of participatory projects
Developmental Projects	
Other Activity	
Requests from membership	Number of enquiries or requests from your own members
Enquiries from the public	Number of enquiries or requests from the general public
Enquiries from other organisations	Number of enquiries or requests from other organisations, including partners
Conferences and seminars held	Include only your own conferences and seminars - not the hire of your premises by others
Public Consultation	Include the number of formal consultations about your work you have undertaken with your audience or public
Website purpose	The main aim of your website
Access to artistic product	Offering free video or sound recordings, publications, visual art etc. accessible on line.
Information and promotion	Promoting your organisation
Marketing and booking	Providing services like online booking
Website use	Please leave this section blank if you do not have access to web log file analysis tools, or are unsure which figures to enter if you do.
Number of hits per month	Actual page hits - do not include images, scripts, etc. average per month over the year
Average length of time spent (minutes)	How long visitors spend viewing pages on your website - average per month over the year

FINANCE

Grant Income

Earned Income

Capital Income

Expenditure

Salaries

Total expenditure on employees

Freelance artists

Total expenditure on creative artists, designers, musicians, directors, performers etc.

Professional fees

Total expenditure on lawyers, accountants, consultants

Premises

Total (non capital) expenditure on premises

Production costs

Total expenditure on producing work

Administrative costs

Total expenditure on administration, stationery, phone etc.

Other financial information

Subsidiary trading co turner

Subsidiary trading co. profit/loss

Support in kind

Use of premises

Estimated value of free use of premises

People time

Estimated value of volunteers time

Materials or equipment

Estimated value of free use of equipment and resources

Marketing support

Estimated value of free use of marketing (i.e. advertising in local authority publications)