

Definitions for Statistical Form for Arts Organizations

Line #	Line	Instructions
1100	PUBLIC PERFORMANCES AND LITERARY READINGS	
1105	Public Performances and Literary Readings Produced by Your Organization	
1110	Number of public performances and literary readings produced by your organization and presented in your city / town / reserve	Include storytelling events and co-productions. A performance co-produced is a production in which two or more organizations combine their resources (financial, material, human) to produce and present a performance.
1112	Number of public performances and literary readings where your organization is presented by another organization in your city / town / reserve	
1115	Number of public performances and literary readings produced by your organization and toured in your province/territory not included on line 1110	Include storytelling events and co-productions. A performance co-produced is a production in which two or more organizations combine their resources (financial, material, human) to produce and present a performance.
1120	Number of public performances and literary readings produced by your organization and toured in other provinces and territories	Include storytelling events and co-productions. A performance co-produced is a production in which two or more organizations combine their resources (financial, material, human) to produce and present a performance.
1125	Number of public performances and literary readings produced by your organization and toured internationally	Include storytelling events and co-productions. A performance co-produced is a production in which two or more organizations combine their resources (financial, material, human) to produce and present a performance.
1130	Total number of public performances and literary readings produced by your organization and toured	
1140	Total Number of Public Performances and Literary Readings produced by your organization	
1145	Number of public performances and literary readings co-produced included on line 1140	Report the total number of public performances and literary readings co-produced included on line 1140. A co-production is a production in which two or more organizations combine their resources (financial, material, human) to produce and present a performance
1150	Public Performances and Literary Readings Produced by Other Artists/Organizations and Presented by Your Organization	Do not include public performances and literary readings produced by your organization and recorded in the previous section.
1155	Number of public performances and literary readings produced by other artists/organizations and presented by your organization in your city / town / reserve	Include storytelling events and co-productions.
1160	Number of public performances and literary readings produced by other artists/organizations and toured by your organization outside your city / town / reserve	Include storytelling events and co-productions.
1165	Total Number of Public Performances and Literary Readings produced by other artists/organizations and presented by your organization	
1170	Number of Works Performed	
1175	Number of works performed that were created by artists who reside in your city / town / reserve	Report works indicated on lines 1140 and 1165 that were composed, choreographed, written, adapted or translated by Canadian citizen and Permanent Resident artists who reside in your city/town/reserve. A work is defined as a production of an original creation (music, dance, theatre, etc.), premiere or subsequent production; a new play drawing on a theatre or literary work as its starting point; a group creation or all other artistic forms.
1180	Number of works performed that were created by artists who reside in your province/territory not included on line 1175	Report works indicated on lines 1140 and 1165 that were composed, choreographed, written, adapted or translated by Canadian citizen and Permanent Resident artists who reside in your province/territory not included in line 1175. A work is defined as a production of an original creation (music, dance, theatre, etc.), premiere or subsequent production; a new play drawing on a theatre or literary work as its starting point; a group creation or all other artistic forms.
1185	Number of works performed that were created by Canadian artists who reside outside your province/territory or outside Canada, not included on line 1175 and 1180	Report works indicated on line 1140 and 1165 that were composed, choreographed, written, adapted or translated by Canadian citizen and Permanent Resident artists who reside outside your province/territory or outside Canada. A work is defined as a production of an original creation (music, dance, theatre, etc.), premiere or subsequent production; a new play drawing on a theatre or literary work as its starting point; a group creation or all other artistic forms.
1190	Total number of Canadian works performed	
1200	Number of works performed that were created by non-Canadian artists	Report works indicated on lines 1140 and 1165 that were composed, choreographed, written, adapted or translated by non Canadian citizen or Permanent Resident artists. For Canadian citizen and Permanent Resident artists living outside Canada, report on line 1185. A work is defined as a production of an original creation (music, dance, theatre, etc.), premiere or subsequent production; a new play drawing on a theatre or literary work as its starting point; a group creation or all other artistic forms.
1205	Total Number of Works Performed	
1210	Number of works performed live and broadcast (television and radio) and/or presented on online platforms	Report the total number of works (including excerpted works) on line 1205 intended for broadcast (i.e., television and radio), and/or for online platforms, e.g., YouTube and other social media platforms. Do not include material that is meant primarily for promotional or engagement purposes.
1215	Number of works on line 1205 that were distributed exclusively using online platforms	Do not report works that were recorded on line 1210
1220	EXHIBITIONS	
1225	Exhibitions Organized and/or Curated by Your Organization	
1230	Number of exhibitions organized and/or curated by your organization and presented in your city / town / reserve	Include co-productions. A co-production is a production in which two or more organizations combine their resources (financial, material, human) to produce an exhibition.
1235	Number of exhibitions organized and/or curated by your organization and presented in your province/territory not included on line 1230	Include co-productions. A co-production is a production in which two or more organizations combine their resources (financial, material, human) to produce an exhibition.
1240	Number of exhibitions organized and/or curated by your organization and presented in other provinces and territories	Include co-productions. A co-production is a production in which two or more organizations combine their resources (financial, material, human) to produce an exhibition.
1245	Number of exhibitions organized and/or curated by your organization and presented internationally	Include co-productions. A co-production is a production in which two or more organizations combine their resources (financial, material, human) to produce an exhibition.
1250	Total number of exhibitions originating from your organization presented outside your city / town / reserve	
1260	Number of exhibitions organized and/or curated by your organization in a public space and also disseminated using the internet	Include public exhibitions viewed by the public and disseminated using the internet.
1265	Number of exhibitions disseminated exclusively using the internet.	Do not include exhibitions shown in a public space.

1270	Total Number of Exhibitions Organized and Curated by Your Organization	
1275	Number of exhibitions co-produced included on line 1270	Report the total number of exhibitions co-produced included on line 1270. A co-production is a production in which two or more organizations combine their resources (financial, material, human) to produce and present an exhibition.
1280	Number of borrowed exhibitions	Report the total number of exhibitions organized and curated by other artists/organizations and presented by your organization.
1285	Number of contemporary exhibitions included on lines 1270 and 1280	Report the number of contemporary art exhibitions, included on lines and 1270 and 1280. Contemporary art refers generally to artworks produced circa 1970 to the present time. CADAC respects the precise datelines that Canadian museums/galleries affix to their contemporary collections, which may vary from institution to institution. Include co-productions. A co-production is a production in which two or more organizations combine their resources (financial, material, human) to produce and present an exhibition.
1290	Number of Artists Exhibited	
1295	Number of artists exhibited who reside in your city / town / reserve	Report artists who are Canadian citizens or Permanent Residents. Include all artists involved in collaborative works. Do not include non-contemporary artists who are part of your organization's permanent collection. Be consistent in reporting from year-to-year.
1300	Number of artists exhibited who reside in your province/territory not included on line 1295	Report artists who are Canadian citizens or Permanent Residents. Include all artists involved in collaborative works.
1305	Number of Canadian artists exhibited who reside outside your province/territory or outside Canada	Report artists who are Canadian citizens or Permanent Residents as well as Canadian citizens living outside Canada. Include all artists involved in collaborative works.
1310	Total number of Canadian artists exhibited	
1320	Number of artists exhibited who are non-Canadian	Report artists who are not Canadian citizens or Permanent Residents; include all artists involved in collaborative works. For Canadian citizens living outside Canada, report on line 1305. Do not include non-contemporary artists who are part of your organization's permanent collection. Be consistent in reporting from year-to-year.
1325	Total Number of Artists Exhibited	
1335	Number of galleries hosting your exhibitions	
1340	Number of catalogues, CDs and DVDs produced	Report number of catalogues, CDs and DVDs produced rather than number printed or burned. Include co-productions. A co-production is a production in which two or more organizations combine their resources (financial, material, human) to produce a catalogue, CD or DVD.
1345	Number of media arts works/productions available for distribution	
1350	Number of rentals and/or purchases (for media arts distribution centres only)	
1355	Film / Video / Media Screenings	
1360	Number of film / video / media screenings programmed by your organization in your city / town / reserve	Include co-presentations. A co-presentation is a presentation in which two or more organizations combine their resources (financial, material, human) to produce and present a film / video / media screening.
1365	Number of film / video / media screenings programmed by your organization in your province/territory not included on line 1360	Include co-presentations. A co-presentation is a presentation in which two or more organizations combine their resources (financial, material, human) to produce and present a film / video / media screening.
1370	Number of film / video / media screenings programmed by your organization in other provinces and territories	Include co-presentations. A co-presentation is a presentation in which two or more organizations combine their resources (financial, material, human) to produce and present a film / video / media screening.
1375	Number of film / video / media screenings programmed by your organization internationally	Include co-presentations. A co-presentation is a presentation in which two or more organizations combine their resources (financial, material, human) to produce and present a film / video / media screening.
1377	Total Number of Film / Video / Media Screenings programmed by your organization and presented outside your city / town / reserve	
1380	Total Number of Film / Video / Media Screenings	
1390	Number of film / video / media screenings co-presented included on line 1380	Report the total number of film / video / media screenings co-presented included on line 1380. A co-presentation is a presentation in which two or more organizations combine their resources (financial, material, human) to produce and present a film / video / media screening.
1395	Community Arts Projects	
1400	Number of community arts projects undertaken by your organization in your city / town / reserve	Community arts practice involves professional artists and community members in a creative collaborative process. Include co-productions. A co-production is a production in which two or more organizations involving the applicant and potentially a community group, combine their resources (financial, material, human) to produce and present a community arts project.
1405	Number of community arts projects undertaken by your organization in your province/territory not included on line 1400	Community arts practice involves professional artists and community members in a creative collaborative process. Include co-productions. A co-production is a production in which two or more organizations involving the applicant and potentially a community group, combine their resources (financial, material, human) to produce and present a community arts project.
1410	Number of community arts projects undertaken by your organization in other provinces and territories	Community arts practice involves professional artists and community members in a creative collaborative process. Include co-productions. A co-production is a production in which two or more organizations involving the applicant and potentially a community group, combine their resources (financial, material, human) to produce and present a community arts project.
1415	Number of community arts projects undertaken by your organization internationally	Community arts practice involves professional artists and community members in a creative collaborative process. Include co-productions. A co-production is a production in which two or more organizations involving the applicant and potentially a community group, combine their resources (financial, material, human) to produce and present a community arts project.
1417	Total Number of Community Arts projects undertaken by your organization outside your city / town / reserve	
1420	Total Number of Community Arts Activities	
1430	Number of community arts co-productions included on line 1420	Report the total number of co-productions included on line 1420. A co-production is a production in which two or more organizations involving the applicant and potentially a community group, combine their resources (financial, material, human) to produce and present a community arts project.
1435	Total Number of Public Activities	
1505	Attendance at public performances and literary readings	
1510	Attendance at public performances and literary readings produced by your organization and presented in your city / town / reserve	Report paid and unpaid/free attendance. Use estimated figures for unticketed or free events.
1512	Attendance at public performances and literary readings where your organization is presented by another organization in your city / town / reserve	Report paid and unpaid/free attendance. Use estimated figures for unticketed or free events.

1515	Potential maximum attendance at public performances and literary arts readings produced and presented by your organization in your city / town / reserve	For fixed seat venues, use venue capacity or the number of seats made available. For other types of venues, use estimated figures.
1520	Attendance at public performances and literary readings produced by your organization and toured in your province/territory not included in line 1510	Report paid and unpaid/free attendance. Use estimated figures for unticketed or free events.
1525	Attendance at public performances and literary readings produced by your organization and toured in other provinces and territories	Report paid and unpaid/free attendance. Use estimated figures for unticketed or free events.
1530	Attendance at public performances and literary readings produced by your organization and toured internationally	Report paid and unpaid/free attendance. Use estimated figures for unticketed or free events.
1535	Total attendance at public performances and literary readings produced by your organization and toured	
1545	Total Attendance at Public Performances and Literary Readings produced by your organization	
1550	Attendance at public performances and literary readings produced by other artists/organizations and presented by your organization in your city / town / reserve	Report paid and unpaid/free attendance. Use estimated figures for unticketed or free events.
1555	Potential maximum attendance at public performances and literary readings produced by other artists/organizations and presented by your organization in your city / town / reserve	For fixed seat venues, use venue capacity or the number of seats made available. For other types of venues, use estimated figures.
1560	Attendance at public performances and literary readings produced by other artists/organizations and toured by your organization outside your city / town / reserve	Report paid and unpaid/free attendance. Use estimated figures for unticketed or free events.
1565	Total Attendance at Public Performances and Literary Readings produced by other artists/organizations and presented by your organization	
1567 Attendance at exhibitions		
1570	Attendance at exhibitions organized and/or curated by your organization and presented in your city / town / reserve	Report paid and unpaid/free attendance. Use estimated figures for unticketed or free events.
1575	Attendance at exhibitions organized and/or curated by your organization and presented in your province/territory not included on line 1570	Report paid and unpaid/free attendance. Use estimated figures for unticketed or free events.
1580	Attendance at exhibitions organized and/or curated by your organization and presented in other provinces and territories	Report paid and unpaid/free attendance. Use estimated figures for unticketed or free events.
1585	Attendance at exhibitions organized and/or curated by your organization and presented internationally	Report paid and unpaid/free attendance. Use estimated figures for unticketed or free events.
1590	Total attendance at exhibitions originating from your organization and presented outside your city / town / reserve	
1600	Total Attendance at Exhibitions	
1602 Attendance at film / video / media screenings		
1605	Attendance at film / video / media screenings programmed by your organization in your city / town / reserve	Report paid and unpaid/free attendance. Use estimated figures for unticketed or free events.
1610	Attendance at film / video / media screenings programmed by your organization in your province/territory not included on line 1605	Report paid and unpaid/free attendance. Use estimated figures for unticketed or free events.
1615	Attendance at film / video / media screenings programmed by your organization in other provinces and territories	Report paid and unpaid/free attendance. Use estimated figures for unticketed or free events.
1620	Attendance at film / video / media screenings programmed by your organization internationally	Report paid and unpaid/free attendance. Use estimated figures for unticketed or free events.
1625	Total Attendance at Film / Video / Media Screenings programmed by your organization and presented outside your city / town / reserve	
1635	Total Attendance at Film / Video / Media Screenings	
1637 Participation and attendance at community arts projects		
1640	Number of community participants engaged in community arts projects undertaken by your organization in your city / town / reserve	Do not include professional artists paid to participate in the project.
1645	Number of community participants engaged in community arts projects undertaken by your organization in your province/territory not included on line 1640	Do not include professional artists paid to participate in the project.
1650	Number of community participants engaged in community arts projects undertaken by your organization in other provinces and territories	Do not include professional artists paid to participate in the project.
1655	Number of community participants engaged in community arts projects undertaken by your organization internationally	Do not include professional artists paid to participate in the project.
1660	Total number of participants engaged in community arts projects undertaken by your organization outside your city / town / reserve	
1670	Total Number of Participants in Community Arts Activities	
1675	Attendance at community arts projects undertaken by your organization in your city / town / reserve	Do not include community participants involved in the project on line 1640. Use estimated figures for unticketed or free events.
1680	Attendance at community arts projects undertaken by your organization in your province/territory not included on line 1675	Do not include community participants involved in the project on line 1645. Use estimated figures for unticketed or free events.
1685	Attendance at community arts projects undertaken by your organization in other provinces and territories	Do not include community participants involved in the project on line 1650. Use estimated figures for unticketed or free events.
1690	Attendance at community arts projects undertaken by your organization internationally	Do not include community participants involved in the project on line 1655. Use estimated figures for unticketed or free events.
1695	Total attendance at community arts projects undertaken by your organization outside your city / town / reserve	
1700	Total Attendance at Community Arts Activities	
1705	Total Attendance/ Participants	
1710	Number of hours gallery/exhibition space open to the public annually	

1715	Number of subscribers in your subscription season	
1720	Number of tickets sold on subscription	
1725	Number of single tickets sold in your city / town / reserve	
1734	Total number of activities produced by your organization and presented on digital platforms.	Include number of performances, literary readings, exhibitions, film / video / media screenings, community arts project produced by your organization that were presented on digital platforms e.g., YouTube and other social media platforms. For hybrid activities – those that include live and digital components, please separate online versus in-person and record in appropriate categories (for example lines of the section Public activity - exhibitions, performances, community arts events, etc.)
1735	Total online attendance at activities produced by your organization and presented on digital platforms.	Report the number of online viewers at performances, literary readings, exhibitions, film / video / media screenings, community arts project produced by your organization that were presented on digital platforms e.g., YouTube and other social media platforms. Views of promotional content should not be included. For hybrid activities – those that include live and digital components, please separate online versus in-person and record in appropriate categories (for example lines of the section Public attendance and participation - Include paid & non-paid attendance
1805	Number of new works presented or exhibited by your organization which were created by or commissioned from Canadian artists (not including works created for children or youth)	New work is defined as work that has never before been presented publicly. Report plays, dance works, compositions, media art, visual art, etc.
1810	Number of new works specifically for children up to 14 years of age presented or exhibited by your organization which were created by or commissioned from Canadian artists	New work is defined as work that has never been before presented publicly. Report plays, dance works, compositions, media art, visual art, etc.
1815	Number of new works specifically for youth 15-24 years of age presented or exhibited by your organization which were created by or commissioned from Canadian artists	New work is defined as work that has never been before presented publicly. Report plays, dance works, compositions, media art, visual art, etc.
1820	Number of works by Canadian artists purchased by your organization (For visual arts, media arts and dance organizations only)	Include existing works that are new to your organization.
1825	Number of works by Canadian artists donated to your organization (For visual arts, media arts and dance organizations only)	Include existing works that are new to your organization.
1830	Total Number of New Works	
1905	Number of publications, including directories, manuals, on-line tools (e.g. blog, web page), etc.	Report number of publications produced rather than number printed or posted on Internet. Report publications directly relating to professional development on line 1925.
1910	Number of newsletters	Report number of editions of the newsletter produced rather than number printed or posted on Internet.
1915	Number of professional development activities	Report activities for artists and other arts professionals, e.g. classes, workshops, seminars, mentorships. Do not include public activity which is captured in the Arts Education and Arts Learning section. Do not include professional development for your organization's staff.
1920	Number of conferences organized and presented by your organization	Report number of conference events, not number of days or number of sessions.
1925	Number of professional development publications, including on-line tools	Report number of publications produced rather than number printed or posted on Internet.
1930	Other professional development activities/programs	
1935	Total Number of Arts Service and Professional Development Activities	
1940	Number of attendees at professional development activities	Use estimated figures for unticketed or free events.
1945	Arts and Cultural Service Organizations: Membership	
1950	Total number of individual members	Report only non-tax receiptable memberships. Do not include subscribers or other members of the public. Artist-run centres should report the total number of members on line 2175.
1955	Number of individual members included on line 1950 that are in your province/territory	
1960	Total number of organizational members	Report only non-tax receiptable memberships. Do not include subscribers or other members of the public.
1965	Number of organizational members included on line 1960 that are in your province/territory	
1970	Total Members	
1975	Total Members in Your Province/Territory	
2005	Number of Arts Education Activity Types	Report the number of Arts Education Activity Types produced by your organizations
2010	Adult or all Ages	
2015	Number of activities that add value to artistic programming	Report artists' talks, Q&As, pre- and post-performance talks, facility tours, etc. Training workshops should be recorded on line 2025.
2020	Number of participants in activities that add value to artistic programming	
2025	Number of training workshops	Report workshops, courses, programs that provide skills development in the arts for learners of any age. Do not include activities intended for professional artists and activities already recorded on line 2015.
2030	Number of participants in training workshops	
2035	Children (up to 14 years of age)	
2040	Number of activities in which children create work	Report engagements between artists and learners that give learners opportunities to be active participants in the creative process.
2045	Number of participants in activities in which children create work	
2050	Number of activities specifically designed for children	Include only professional performances, presentations, exhibitions, screenings, etc. Use the response that fits best - do not report the same activity in more than one line; see also line 2085 .
2055	Attendance at/Number of participants in activities specifically designed for children	
2060	Number of all ages activities directed at children	Report activities that would be suitable for audiences of any age (i.e. not specifically designed for children, e.g. a Shakespeare play) but which, in this case, have been directed at children up to 14 years of age. Do not include activities already recorded on line 2050.
2065	Attendance at/Number of participants in all ages activities directed at children	
2070	Youth (15-24 years of age)	
2075	Number of activities in which youth create work	Report engagements between artists and learners that give learners opportunities to be active participants in the creative process.
2080	Number of participants in activities in which youth create work	
2085	Number of activities specifically designed for youth	Include only professional performances, presentations, exhibitions, screenings, etc. Use the response that fits best - do not report the same activity in more than one line; see also line 2050.
2090	Attendance at/Number of participants in activities specifically designed for youth	

2095	Number of all ages activities directed at youth	Report activities that would be suitable for audiences of any age (i.e. not specifically designed for youth, e.g. a Shakespeare play) but which, in this case, have been directed at youth 15-24 years of age. Do not include activities already recorded on line 2085.
2100	Attendance at/Number of participants in all ages activities directed at youth	
2105	Teachers and Curriculum	
2110	Number of workshops for teachers	Report arts training offered to teachers in the education system.
2115	Number of participants in workshops for teachers	Report only teacher participants.
2120	Number of study guides, curriculum and curriculum-related material	Report the number of study guides, curriculum and curriculum-related material. Report number of materials produced rather than number printed.
2125	Arts Professionals	
2130	Number of professional training programs	Report only seasonal or year-long structured programs offering professional arts training. Do not include number of classes or individual components within a training program.
2135	Number of participants in professional training programs	
2140	Number of professional development activities	Report workshops, courses, etc. that provide skills development for arts professionals. Do not include activities that are open only to artists who are contracted or employed by your organization.
2145	Number of participants in professional development activities	
2150	Number of artists delivering activities/programs in arts education activities	Report artists who are contracted or employed by your organization.
2155	Total Number of Arts Education and Arts Learning Activities	
2160	Total Attendance at/Number of Participants in Arts Education and Arts Learning Activities	
2175	Number of members of artist-run centres	Do not include any members already recorded in section 1945.
2180	Artists-in-Residence	
2185	Number of artist-in-residence projects that you hosted	Do not include any activities reported elsewhere on this form.
2190	Number of artists in residence who are from your city / town / reserve	
2195	Number of artists in residence who are from your province/territory not included on line 2190	
2200	Number of artists in residence who are from outside your province or territory	Include Canadian citizens living outside Canada.
2205	Number of artists in residence who are non-Canadian	Report Canadian citizens living outside Canada on line 2200
2210	Total Number of Artists-in-Residence	
2215	Number of artist-in-residence projects on line 2185 that include public engagement	
2220	Number of public participants in artist-in-residence projects that include public engagement	
2305	Artists	
2310	Number of artists to whom your organization paid artists' fees, and who reside in your city / town / reserve	Report all Canadian freelance/contract artists. Report number of artists who received fees for exhibition, distribution, performance, etc. Do not include artists whose fees were paid by others such as co-producers or producers within festivals where you are the presenter.
2315	Number of artists to whom your organization paid artists' fees, and who reside in your province/territory not included on line 2310	Report all Canadian freelance/contract artists. Report number of artists who received fees for exhibition, distribution, performance, etc. Do not include artists whose fees were paid by others such as co-producers or producers within festivals where you are the presenter.
2320	Number of Canadian artists to whom your organization paid artists' fees, and who reside outside your province and territory	Report all Canadian freelance/contract artists. Report number of artists who received fees for exhibition, distribution, performance, etc. Do not include artists whose fees were paid by others such as co-producers or producers within festivals where you are the presenter. Include artists who are Canadian citizens or Permanent Residents as well Canadian citizens living outside Canada.
2325	Total number of Canadian artists	
2335	Number of artists to whom your organization paid artists' fees, and who are non-Canadian	Report all freelance/contract artists. Report number of artists who received fees for exhibition, distribution, performance, etc. Do not include artists whose fees were paid by others such as co-producers or producers within festivals where you are the presenter. Report Canadian citizens living outside Canada on line 2320
2340	Total number of artists to whom your organization paid artists' fees	
2345	Number of artists to whom your organization paid artists' salaries	Report artists paid salaries for their artistic and programming work (e.g. salaried dancers and musicians, music directors, artistic directors, staff dramaturges and programmers).
2350	Total Number of Artists	
2352	Number of full-time equivalent (FTE)	
2360	Number of full-time equivalent (FTE) artistic, exhibition, production, programming and technical staff	One person working one day a week is 0.2 full-time equivalent (FTE). One person full-time for three months is 0.25 FTE. Some FTE calculations: (1) An organization with 2 full-time staff and one half-time - FTE = 2.5. (2) An organization with 3 staff working 3 days a week each FTE = 1.8. (3) An organization with one staff working half-time all year long and one staff working full-time for three months - FTE = 0.75. Prorate (split proportionally) staff with combined responsibilities.
2385	Number of full-time equivalent (FTE) administrative, facility, marketing, communications and fundraising staff	One person working one day a week is 0.2 full-time equivalent (FTE). One person full-time for three months is 0.25 FTE. Some FTE calculations: (1) An organization with 2 full-time staff and one half-time - FTE = 2.5. (2) An organization with 3 staff working 3 days a week each FTE = 1.8. (3) An organization with one staff working half-time all year long and one staff working full-time for three months - FTE = 0.75. Prorate (split proportionally) staff with combined responsibilities.
2405	Total Full-Time Equivalent Staff	
2362	Number of positions	
2355	Number of Artistic, Exhibition, Production, Programming and Technical Positions	
2365	Number of full-time full year artistic, exhibition, production, programming and technical positions included on line 2360	
2370	Number of full-time seasonal artistic, exhibition, production, programming and technical positions included on line 2360	Seasonal positions are those filled only during the peak activity periods of your organization.
2375	Number of part-time artistic, exhibition, production, programming and technical positions included on line 2360	
2377	Total number of artistic, exhibition, production, programming and technical positions	
2380	Number of Administrative, Facility, Marketing and Communications, and Fundraising Positions	

2390	Number of full-time full year administrative, facility, marketing and communications, and fundraising positions included on line 2385	
2395	Number of full-time seasonal administrative, facility, marketing and communications, and fundraising positions included on line 2385	Seasonal positions are those filled only during the peak activity periods of your organization.
2400	Number of part-time administrative, facility, marketing and communications, and fundraising positions included on line 2385	
2402	Total number of administrative, facility, marketing and communications, and fundraising positions	
2404	Total number of positions	
2410	Volunteers	
2415	Number of board members	
2420	Number of other volunteers	
2425	Total Number of Volunteers	
2430	Estimated number of hours worked by all volunteers	