



# COCA SHOWCASE APPLICATION

**Please Note** - All music acts MUST apply online at:  
<http://sonicbids.com/coca-national-2015>

All other acts (comedy, variety, etc.) may apply online at Sonicbids or by using this form.

This form and any attachments must be submitted electronically as email attachments. This form is available in 2 formats – MS-Word and Fill-able PDF. Both are posted on the 2015 National Conference web page under “Showcase Info” at the bottom.

Below is specific information that COCA requires from all submitting artists. Please note that this process may take you up to 20 minutes to complete. In addition, you will need to submit a stage plot (unless you are a solo or duo act).

## 1. Stage Name of Act, Artist, or Lecturer:

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## 2. Showcase Applicant

Please enter info about the person submitting this application:

Name: \_\_\_\_\_

Relation to Act (member, agent, etc.): \_\_\_\_\_

Tel. & Ext.: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

## 3. Please enter info about the person who books the act:

Booking Contact Name: \_\_\_\_\_

Booking Company (or Act if self-represented): \_\_\_\_\_

Tel. & Ext.: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Act Website 1: \_\_\_\_\_

Act Website 2: \_\_\_\_\_

(or apply online at: [sonicbids.com/coca-national-2015](http://sonicbids.com/coca-national-2015))

Act Facebook Name & Page: \_\_\_\_\_

Act Twitter Handle: \_\_\_\_\_

**4. Road Contact**

Please enter contact info for road manager or artist him/herself:

Name: \_\_\_\_\_

Relation to Act (member, road manager, etc.): \_\_\_\_\_

Tel. & Ext: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

**5. Acknowledgement of Fees to Be Paid**

By checking this box, I acknowledge my understanding that all artists submitting a hard copy COCA showcase application by courier or mail must also send the following cheques with their application:

**B-1 Self-Represented Acts:**

Cheque #1 - Non-refundable Showcase Application Fee - \$35 + \$4.55 HST = **\$39.55 CAD**

Cheque #2 – COCA Associate Fee (1 year) – \$175.00 + \$22.75 HST = **\$197.75 CAD**

Cheque #3 - Showcase Fee – \$250.00 + \$32.50 HST tax = **\$282.50 CAD**

Cheque #4 - Conference Fee (incl. booth & delegate pass)

4-1. Conference Fee (incl. shared booth, 1 delegate) – exact amount varies per options on conference registration form – minimum \$290.00 + \$37.70 HST tax = **\$327.70 CAD**

**OR**

4-2. Conference Fee (incl. full booth, 2 delegates) – amount varies per options on conference registration form – minimum \$495.00 + \$64.35 HST tax = **\$559.35 CAD**

**B-2 Represented Acts:**

**From the Artist**

Cheque #1 - Non-refundable Showcase Application Fee - \$35 + \$4.55 HST = **\$39.55 CAD**

Cheque #2 - Showcase Fee – \$250.00 + \$32.50 HST tax = **\$282.50 CAD**

**From the Agency or Company Representing the Act**

Cheque #3 - COCA Associate Fee (1 year) – \$335.00 + \$43.55 HST = **\$378.55 CAD**

Cheque #4 - Conference Fee (incl. full booth, 2 delegates) – amount varies per conference registration form – minimum \$495.00 + \$64.35 HST tax = **\$559.35 CAD**

Only Cheque #1 will be deposited upon receipt of your showcase application. Other cheques will be held until the results of the showcase selection process are known.

## COCA Showcase Application 2015 – Non-Music Acts (cont'd)

3

(or apply online at: [sonicbids.com/coca-national-2015](http://sonicbids.com/coca-national-2015))

The COCA Associate Membership form (Company or Artist) and the Associate Member Conference Registration form are available at the COCA Web site at [www.coca.org](http://www.coca.org). Click on Conferences – National Conference – 2015 National. See list of “Artists / Associate” forms at bottom of page.

### 6. Showcase Descriptions

Please see the document called **Showcase Descriptions** to read descriptions of the 8 showcase categories for artists to choose from. Go to [www.coca.org](http://www.coca.org). Click on Conferences & Meetings – National Conference – 2015 National. Scroll to the bottom section called “Showcase Info”.

### 7. Preferred Showcase Category

Please indicate the preferred showcase category for which this application is being submitted (no more than 1 category please):

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### 8. Alternate Showcase Categories

If NOT selected to showcase in the preferred category above, I would accept being moved into the following other showcase categories (you may select more than 1):

- Mainstage Showcase
- DJ / Urban / Electronic Showcase
- Singer/Songwriter Showcase
- Comedy Showcase
- Variety Showcase
- Lecture Showcase
- Showcase MC
- Roving Artist Showcase
- None

**9. Showcases Open to the Public**

In recent years, COCA has been running some of its showcases in public venues such as nightclubs to better mimic the campus pub situation. Often these public venues are made open to the public in order to fill the room and to create a warmer showcase atmosphere. If your act is selected to showcase, do you agree to allow members of the general public to be present during your showcase (select 1 only)?

Yes                      OR                      No

**10. Performance History**

a. Please attach a list of **campus dates** the attraction has played during the past two years (state "none" if zero) – maximum 15 dates please:

b. Please attach a list of **COCA conferences** at which the attraction has showcased in the past two years (state "none" if zero):

c. Please attach a list of entertainment industry-related **appearances/accomplishments**, if applicable – maximum 15 items please:

**11. Artist Message for Conference Program**

If your act is selected to showcase, COCA requires a 200-word (220 absolute maximum) message that will appear under the act's photograph in the Conference Program. Please attach that message on a separate sheet and also on disk in MS-Word format.

Under the 200-word message, we require booking contact information. We will use the information you have submitted in Question 3 above so please be sure it is accurate.

**12. Terms and Conditions**

Please see the document called **Terms and Conditions**. Go to [www.coca.org](http://www.coca.org). Click on Conferences & Meetings – National Conference – 2015 National. Scroll to the bottom section called "Showcase Info".

I hereby agree to the Terms and Conditions stated here.

**13. COCA Conference Policies**

Please see the document called **Policies**. Go to [www.coca.org](http://www.coca.org). Click on Conferences & Meetings – National Conference – 2015 National. Scroll to the bottom section called "Showcase Info".

I hereby agree to COCA's Conference Policies as stated here.

(or apply online at: [sonicbids.com/coca-national-2015](http://sonicbids.com/coca-national-2015))

**14. Production Questions**

List equipment brought by act (all instruments, props and sound equipment):

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List any special staging or lighting requirements (COCA will provide sound and general stage lighting):

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By checking this box, I understand that other than sound, lighting and normal stage equipment (backline), COCA will not be financially responsible for any special equipment required by the showcase act. I also understand that my act **MUST** use backline gear provided by COCA to facilitate stage changeovers.

**15. Usage of Biographical Information**

Please see the document called **Use of Bio Info**. Go to [www.coca.org](http://www.coca.org). Click on Conferences & Meetings – National Conference – 2015 National. Scroll to the bottom section called "Showcase Info".

I hereby agree to the statement regarding Usage of Biographical Information.

**16. Video**

Please indicate up to 3 web addresses so the selection committee can review your audio and/or video:

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**17. Stage Plot**

If you have more than two performers on stage, please attach a copy of your stage plot.

(or apply online at: [sonicbids.com/coca-national-2015](http://sonicbids.com/coca-national-2015))

**18. Backstage Passes**

Names of management (max. 2)

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**19. On-Stage Names**

How many artists appear on stage? \_\_\_\_\_

Please Name All Stage Members of Your Act & Instruments:

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**20. Technicians**

Do You Need any of the Following? (Please circle Yes or No for each one.)

Sound Technician:            YES                            NO

Light Technician:            YES                            NO

Monitor Technician:            YES                            NO

**See Next Page for Submission Details**

(or apply online at: [sonicbids.com/coca-national-2015](http://sonicbids.com/coca-national-2015))

## 20. Submission Details

This form and any attachments **must be submitted electronically as email attachments**. This form is available in 2 formats – MS-Word and Fill-able PDF. Both are posted on the 2015 National Conference web page under “Showcase Info” at the bottom. <http://www.coca.org/en/conferences-meetings/national-conference/2015-national-edmonton/>

Your completed form and any attachments must have these elements in the file name:  
COCA15, ShowcaseAppln, name of your act.

The completed form must be emailed to:  
[cocaoffice@coca.org](mailto:cocaoffice@coca.org)

If you do not receive an acknowledgement by email that your application was received, please call the COCA office at Tel: 519-690-0207 and leave a detailed message with your name, the name of the act, and your phone number.

## 21. Payment Options

Please refer to Section 5 above for payment details – please note different details for “Represented” acts (represented by an agency or other company) versus “Self-Represented” acts.

You may submit a **series of cheques** as indicated in Section 5 **OR**, you may complete a **COCA Credit Card Authorization Form** indicating a series of payments. Only the showcase application fee will be processed immediately. All other payments will depend on the results of your showcase application.

A Credit Card Authorization Form can be found on the 2015 National Conference Page under “Artists/Associates” at the bottom. <http://www.coca.org/en/conferences-meetings/national-conference/2015-national-edmonton/>

If you are paying by cheque (payable to; Canadian Org'n of Campus Activities), please send cheques and a printed copy of this form **BY MAIL OR COURIER TO:**

COCA Showcase Selection  
509 Commissioners Rd. W., Suite 202  
London, ON N6J 1Y5

Tel: (519) 690-0207      Fax: (519) 681-4328

Note: Showcase applications and payment must be received by the COCA office no later than: Monday, March 2, 2015.

### **Do Not Forget the Stage Plot!**

(Required if more than 2 performers on stage.)