



COCA SHOWCASE APPLICATION

Please Note - All **music** acts MUST apply online at:
<http://sonicbids.com/coca-national-2016>

Non-music acts (e.g. comedy, variety, lecture, etc.) may apply online at Sonicbids or by using this form.

This form and any attachments must be submitted electronically by email – see last page of this form. Note: documents submitted MUST have copy-able text – forms submitted as images with non-copy-able text) will be returned to sender.

This form is available in 2 formats – MS-Word and Fill-able PDF. Both are posted on the 2016 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:

2. Showcase Applicant

Please enter info about the person submitting this application:

Name: _____

Relation to Act (member, agent, etc.): _____

Tel. & Ext.: _____

Email: _____

Fax: _____

(or apply online at: sonicbids.com/coca-national-2016)

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: _____

Act Facebook 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 acts submitting an electronic copy of the COCA Showcase Application Form by email, must also send the following individual credit card authorizations with their application – please use a COCA Credit Card Authorization Form or mail individual cheques arriving before March 1, 2016:

B-1 Self-Represented Acts:

- #1 - Non-refundable Showcase Application Fee – \$35 + \$4.55 HST = **\$39.55 CAD**
- #2 - Showcase Fee – \$275.00 + \$35.75 HST tax = **\$310.75 CAD**
- #3 - COCA Associate Membership Fee (1 year) – \$175.00 + \$22.75 HST = **\$197.75 CAD**
- #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 \$295.00 + \$38.35 HST tax = **\$333.35 CAD**
 - OR**
 - 4-2. Conference Fee (incl. full booth, 1 or 2 delegates) – amount varies per options on conference registration form – minimum \$505.00 + \$65.65 HST tax = **\$570.65 CAD**

B-2 Represented Acts:

From the Artist

- #1 - Non-refundable Showcase Application Fee - \$35 + \$4.55 HST = **\$39.55 CAD**
- #2 - Showcase Fee – \$275.00 + \$35.75 HST tax = **\$310.75 CAD**

From the Agency or Company Representing the Act

- #3 - COCA Associate Membership Fee (1 year) – \$335.00 + \$43.55 HST = **\$378.55 CAD**
- #4 - Conference Fee (incl. full booth, 2 delegates) – amount varies per conference registration form – minimum \$505.00 + \$65.65 HST tax = **\$570.65 CAD**

Only Payment #1 will be processed upon receipt of your showcase application. Other payments will be held until the results of the showcase selection process are known.

The COCA Associate Membership Form (company or artist version) and the Associate Conference Registration Form are available at the COCA Web site at www.coca.org. Click on: Events – National Conference – 2016 National (Ottawa). See section called “Associates” near 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. Click on: Events – National Conference – 2016 National (Ottawa). 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):

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 10 items please:

11. Artist Message for Conference Program

If your act is selected to showcase, COCA requires a 200-word maximum message that will appear under the act’s photograph in the Conference Program. Please attach that message as a separate document – must be copy-able text. Include “COCA16” and name of act in the file name.

Under the artist message, we require booking contact information. We will use the information you 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. Click on Events – National Conference – 2016 National (Ottawa). 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. Click on Events – National Conference – 2016 National (Ottawa). 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-2016)

14. Production Questions

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

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

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. Click on Events – National Conference – 2016 National (Ottawa). 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 links so the selection committee can review your audio and/or video:

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-2016)

18. Backstage Passes

Names of management (max. 2)

19. On-Stage Names

How many artists appear on stage? _____

Please Name All Stage Members of Your Act & Instruments:

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

20. Submission Details

This form and any additional documents **must be submitted electronically as email attachments and must contain "copy-able" text** – no image scans please. This form is available in 2 formats – MS-Word and Fill-able PDF. Both are posted on the 2016 National Conference web page under "Showcase Info" at the bottom.

<http://www.coca.org/2016-national-ottawa>

Your completed form and any other documents must have these elements in the file name:
COCA16, Showcase, name of act, what the doc is.

For example: COCA16_Showcase_JoesBand_Message

The completed form must be emailed to:
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 must submit a **series of payments** as indicated in Section 5. This may be a **COCA Credit Card Authorization Form** with a series of payments (send by fax or email) or a **Series of Cheques** payable to: Canadian Org'n of Campus Activities" (send by mail or courier). Only the showcase application fee will be processed immediately. All other payments will be held until the results of your showcase application is known.

A Credit Card Authorization Form can be found on the 2016 National Conference Page under "Associates" near the bottom of: <http://www.coca.org/2016-national-ottawa>

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 Canada

Tel: (519) 690-0207 Fax: (519) 681-4328 Email: cocaoffice@coca.org

Note: Showcase applications and payment must be received by the COCA office no later than: Tuesday, March 1, 2016.

Do Not Forget the Stage Plot!

(Required if more than 2 performers on stage.)