



Cultural Data Profile (CDP) New Line Items – Spring 2016

This document provides a section by section list of the questions in the CDP. There are two special types of questions included throughout:

Customized questions:

Some questions will only display if they are applicable to your organization. You will answer some questions when you create your first survey to customize your questions. *These questions will be in italics and marked with an asterisk* in the following worksheets.*

Optional questions:

Many of the new sections in the profile are optional. You decide if you would like to enter those items and have access to them in Analytic Reports. You will still be able to submit your CDP and apply for grants even if these questions are blank. *These questions are marked (optional).*

If you would like to know more about how your existing data will be migrated to the new CDP, read this article: <http://culturaldata.force.com/Resources/articles/Article/Data-Migration-Overview/>

These questions are for organizations with annual expenses over \$50,000.

Revenue

Total Government Contributions			
Tribal Contributions			
<i>Parent Organization Support*</i>			
In-Kind Contributions			
Other Contributions			
Net Assets Released from Restriction			

Contributed Revenue - Non-Operating *

<i>Cash Contributions - Non-Operating*</i>			
<i>In-Kind Contributions - Non-Operating*</i>			

Other Non-Operating Revenue

<i>Transfers and Reclassifications *</i>			
Prior Period Adjustments			
<i>Other Non-Operating Revenue *</i>			

Contributors

Trustee/Board Contributors	
Individual Contributors	
Corporate Contributors	
Foundation Contributors	
City Government Contributors	
County Government Contributors	
State Government Contributors	
Federal Government Contributors	
Tribal Contributors	

Net Assets Released from Restriction Detail

Trustee/Board Contributions Released from Restriction	<i>Optional</i>
Individual Contributions Released from Restriction	<i>Optional</i>
Corporate Contributions Released from Restriction	<i>Optional</i>
Foundation Contributions Released from Restriction	<i>Optional</i>
City Government Contributions Released from Restriction	<i>Optional</i>
County Government Contributions Released from Restriction	<i>Optional</i>
State Government Contributions Released from Restriction	<i>Optional</i>
Federal Government Contributions Released from Restriction	<i>Optional</i>
Tribal Contributions Released from Restriction	<i>Optional</i>
Other Contributions Released from Restriction	<i>Optional</i>
Total Contributions Released from Restriction	<i>Optional</i>

Special Events

Special Events Contributed Revenue - Gross	<i>Optional</i>
Special Events Contributed Revenue - Net	<i>Optional</i>
Contributors, Underwriters, and Sponsors	<i>Optional</i>
Contributed Revenue Lines Containing Special Events Revenue	<i>Optional</i>

Revenue

In-Kind Revenue Detail

In-Kind Independent Contractors	<i>Optional</i>
In-Kind Professional Fees	<i>Optional</i>
In-Kind Advertising and Promotion	<i>Optional</i>
In-Kind Conferences and Meetings	<i>Optional</i>
In-Kind Insurance	<i>Optional</i>
In-Kind Occupancy	<i>Optional</i>
In-Kind Office and Administration	<i>Optional</i>
In-Kind Printing and Postage	<i>Optional</i>
In-Kind Travel	<i>Optional</i>
In-Kind Other Expenses	<i>Optional</i>
In-Kind Other Expenses - Description	<i>Optional</i>
In-Kind Land	<i>Optional</i>
In-Kind Buildings	<i>Optional</i>
In-Kind Construction in Progress	<i>Optional</i>
In-Kind Capitalized Equipment	<i>Optional</i>
In-Kind Leasehold Improvements	<i>Optional</i>
In-Kind Other Capitalized Assets	<i>Optional</i>
In-Kind Total	<i>Optional</i>

Membership

Price Range - Organizational Membership	<i>Optional</i>
Organizational Members	<i>Optional</i>
Organizational Member Status	<i>Optional</i>
Standard Price Range - Individual Membership	<i>Optional</i>
Individual Members	<i>Optional</i>
Individual Member Status	<i>Optional</i>
Other Memberships	<i>Optional</i>
Other Member Status	<i>Optional</i>

Subscriptions

Full-Season Subscription Program	<i>Optional</i>
Partial-Season Subscription Program	<i>Optional</i>
Ticket Subscriber Status	<i>Optional</i>
Publication Subscribers	<i>Optional</i>
Broadcast Subscribers	<i>Optional</i>

Expense

	Program	Fundraising	General and Administrative
Personnel Expenses			
Employee Salaries			
Payroll Taxes and Fringe Benefits			
Independent Contractors			
Professional Fees			
Non-Personnel Expenses			
Advertising and Promotion			
Conferences and Meetings			
Dues and Subscriptions			
<i>Grant Awards*</i>			
Insurance			
Occupancy Costs			
Office and Administration			
Printing, Postage, and Shipping			
Travel			
<i>Recording and Broadcasting Expenses*</i>			
<i>Royalties, Rights, and Reproductions*</i>			
<i>Exhibition Costs*</i>			
<i>Collections Management*</i>			
<i>Production and Event Costs*</i>			
Interest Expense			
Depreciation			
Other Operating Expenses			
Non-Operating Expenses*			
<i>Non-Operating Personnel Expenses*</i>			
<i>Other Non-Operating Expenses*</i>			

Note:
*Starred line items are only shown if applicable to your organization, based on information you will enter in your DataArts account

Payments to Artists and Performers (Breakouts section)

Artists and Performers - Employees	
Artists and Performers - Professional Fees	

Note:
FTEs will calculate automatically, or can be entered directly if preferred

Workforce

	Number	Hours worked (total)	FTES
Full-Time Permanent Employees			
Full-Time Seasonal Employees			<i>calculated</i>
Part-Time Permanent Employees			<i>calculated</i>
Part-Time Seasonal Employees			<i>calculated</i>
Full-Time Volunteers			
Part-Time Volunteers			<i>calculated</i>

Expense

Interns and Apprentices	
Independent Contractors	
Board Members	<i>optional</i>

Artists (Breakout Section)

Full-Time Artists	
Part-Time Artists	
Independent Contractors - Artists	

Workspace

Workspace Address	
Workspace Status	<i>optional</i>
Workspace Type	<i>optional</i>
ADA Compliance	<i>optional</i>
Total Gross Square Footage	<i>optional</i>
Additional Workspaces	<i>optional</i>
Workspace 2 Address	<i>optional</i>
Workspace Status	<i>optional</i>
Workspace Type	<i>optional</i>
ADA Compliance	<i>optional</i>
Total Gross Square Footage	<i>optional</i>

Note:
Up to five workspaces with separate addresses can be entered if desired

Marketing

Total Marketing Expenses	
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Marketing Expense Breakout

Marketing Personnel Expenses	<i>optional</i>
Marketing Consultants/Agencies	<i>optional</i>
Print, Radio, and Television Advertising	<i>optional</i>
Digital, Mobile, and Online Advertising	<i>optional</i>
Other	<i>optional</i>

Direct Mail Recipients	<i>optional</i>
Email Recipients	<i>optional</i>
Website Page Views	<i>optional</i>
Website Sessions/Visits	<i>optional</i>
Website Unique Visitors	<i>optional</i>

Social Media Followers

Facebook	<i>optional</i>
Twitter	<i>optional</i>
YouTube	<i>optional</i>
Instagram	<i>optional</i>
Tumblr	<i>optional</i>
Pinterest	<i>optional</i>
Google+	<i>optional</i>
Vimeo	<i>optional</i>
Flickr	<i>optional</i>
Other Social Media	<i>optional</i>

Balance Sheet

	<i>Unrestricted</i>	<i>Temporarily Restricted*</i>	<i>Permanently Restricted*</i>
Assets			
Cash and Cash Equivalents			
Accounts Receivable			
Grants and Pledges Receivable - Current			
Prepaid Expenses			
Investments - Current			
Other Current Assets			
Grants and Pledges Receivable - Non-Current			
Investments - Non-Current			
Fixed Assets - Net			
Other Non-Current Assets			
Due To/(Due From)			

Note:
*Temporarily Restricted and Permanently Restricted Columns are optional for unaudited organizations

Liabilities			
Accounts Payable			
Accrued Expenses			
Deferred Revenue			
Loans - Current			
Other Current Liabilities			
Total Current Liabilities			
Loans - Non-Current			
Other Non-Current Liabilities			
Total Non-Current Liabilities			
Due To/(Due From)			

Fixed Assets Details	
Land	<i>optional</i>
Buildings	<i>optional</i>
Furniture, Fixtures, and Equipment	<i>optional</i>
Construction in Progress	<i>optional</i>
Leasehold and Building Improvements	<i>optional</i>
Other Fixed Assets	<i>optional</i>
Less Accumulated Depreciation	<i>optional</i>

Loan Details	
Line of Credit - Limit	<i>optional</i>
Line of Credit - Balance	<i>optional</i>
Mortgage - Current	<i>optional</i>
Mortgage - Non-Current	<i>optional</i>
Bonds Payable - Current	<i>optional</i>
Bonds Payable - Non-Current	<i>optional</i>
Other Notes and Loans - Current	<i>optional</i>
Other Notes and Loans - Non-Current	<i>optional</i>

Endowment and Reserves

Board-Designated Endowment*

Total Board-Designated Endowment*
 Board-Designated Assets - Cash*
 Board-Designated Assets - Investments*
 Board-Designated Assets - Other Assets*
 Endowment Corpus*
 Amount Withdrawn*
 Maximum Annual Withdrawal Percentage*
 Revenue Lines Containing Endowment Draw*
 Notes*

<i>optional</i>

Note:
 *Starred line items are only shown if applicable to your organization, based on information you will enter in your DataArts account

Term Endowment*

Total Term Endowment*
 Term Endowment Assets - Cash*
 Term Endowment Assets - Investments*
 Term Endowment Assets - Other Assets*
 Term Endowment Corpus*
 Amount Withdrawn*
 Maximum Annual Withdrawal Percentage*
 Revenue Lines Containing Endowment Draw*
 Notes*

Unrestricted	Temporarily Restricted
<i>optional</i>	

Permanent Endowment*

Total Permanent Endowment*
 Permanent Endowment Assets - Cash*
 Permanent Endowment Assets - Investments*
 Permanent Endowment Assets - Other Assets*
 Original Endowment Corpus*
 Amount Withdrawn*

 Revenue Lines Containing Endowment Draw*
 Notes*

Unrestricted	Temporarily Restricted	Permanently Restricted
<i>optional</i>		

Reserve Funds*

Total Reserve Funds*
 Reserves - Cash*
 Reserve - Investments*
 Reserves - Other Assets*
 Total Reserve Funds*
 Reserves - Cash*
 Reserve - Investments*

Endowment and Reserves

Reserves - Other Assets*
Amount Withdrawn*
Maximum Annual Withdrawal Percentage*
Revenue Lines Containing Reserve Draw*
Notes*

<i>optional</i>

Customized Program Activity

Customized program activity sections will appear for the following activities, depending on selections made by your organization when creating your Cultural Data Profile

- Advocacy
- Book Publishing
- Broadcasting
- Circulating Works
- Classes, Lectures, and Lessons
- Commissioning Works
- Competitions
- Conferences
- Consulting/Fee-for-Service Work
- Developing Works
- Exhibits
- Fairs/Festivals/Parades
- Field Trips
- Fiscal Sponsorship
- Grantmaking
- Guided Tours
- Historic Preservation/Restoration
- Loan Programs
- Open Rehearsals/Runouts
- Other Programs
- Performances
- Periodical Publishing
- Providing Equipment
- Providing Space
- Research
- Residencies
- Screenings

Each section will contain the following types of questions, asked in a format appropriate to the activity type:

People who attended/otherwise engaged

Paid

Free

Events or programs (ie performances/exhibits/etc)

Unique

Total

Other questions specific to each activity are included, but will not be required.

Customized Program Activity

The following additional sections will be included in every organization's CDP.

Age groups (breakouts of total attendance)

Children	<input type="text"/>
Seniors	<input type="text"/>
Adults	<input type="text"/>

Constituencies Served

Do you collect demographics data?

- Yes
- No

From where do you draw your primary audience/constituency?

- International
- National
- Regional
- Statewide
- Local

How do you primarily engage with your audience/constituency?

- In person/face-to-face
- Online/virtually
- Both equally

Which term best describes the local community you serve?

- Urban
- Suburban
- Rural

Does your organization primarily serve a particular ethnic group?

- Yes
- No

*Primary ethnic group served**

- Indigenous people
- People of Asian descent
- People of European descent
- People of African descent
- People of Latin American descent
- People of Middle Eastern descent
- Other ethnic group (please specify)

Does your organization primarily serve a specific gender?

- Yes
- No

*Primary Gender Served**

- Men
- Women
- People with non-binary gender identities

Note:

*Starred questions are only shown you answer yes to the preceding question.

Customized Program Activity

Does your organization primarily serve a specific age group?

- Yes
- No

*Primary Age Group Served**

- Pre-kindergarten (0-5 years)
- K-12 (6-17 years)
- Young adults (18-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)

Are there other distinct groups that you define as primary constituencies?

- Yes
- No

*Other Distinct Group Served**

- Individual artists
- Individuals of a particular faith
- Individuals with disabilities
- Individuals with low income
- Immigrant populations
- LGBT individuals
- Military veterans/active personnel
- Other distinct group (please describe)

THE NATIONAL OPERA CENTER AMERICA

OPERA America Professional Opera Survey

Revenue

Foundation Giving Details (Dollar Amounts)

Please provide additional details about Foundation revenue contributed to your organization.

	Unrestricted	Temp Restricted	Perm Restricted	TOTAL
Number of Family Foundation Contributors related to current Board Members				
Number of Family Foundation Contributors NOT related to current Board Members				
Number of Contributors from All Other Foundation Types				
Total Foundation Giving				

Foundation Giving Details (Number of Contributors)

Please provide additional details about Foundation revenue contributed to your organization.

Family Foundations related to current Board Members	n.
Family Foundations NOT related to current Board Members)	n.
All Other Foundation Types	n.
Total Foundation Contributors	n.

MAIN SEASON REVENUE

This section should reflect the total ticket revenue from mainstage performances from all sources. Do not include events such as galas, dress rehearsals, etc.

Does your organization present all main season productions in the same venue?

Yes

No*

* If a user selects "no" then they are offered the chance to enter data into the "Secondary Venue(s)" parts of all relevant sections below throughout the survey

	Primary Venue	Secondary Venue(s)	Total (calculated)
Full-Subscription			
Mini/Partial-Subscription			
<i>If your mini/partial subscription series includes performances at more than one venue, enter the total revenue from mini/partial subscriptions in the primary venue field only.</i>			
Single Ticket Revenue			
Group Sales Revenue			
Total Main Season Revenue (calculated)			

Main Season Productions

In this section, please enter information for fully staged productions only. You will have the opportunity to enter information about dress rehearsals, workshops, and other events in a later section.

	Primary Venue	Secondary Venue(s)	Total (calculated)
Distinct Productions			
Performances			

Titles

List the titles of your main season productions, separated by commas.

Main Season Seats

This section should reflect the total number of tickets sold for mainstage performances from all sources. Do not include events such as galas, dress rehearsals, etc.

	Primary Venue	Secondary Venue(s)	Total (calculated)
Full-Subscription			
Partial Subscription			
Single Tickets			
Group Sales			
Total Seats Sold (calculated)			

	Primary Venue	Secondary Venue(s)	Total (calculated)
Total Seats Available			
<i>(This number should reflect the total number of seats that were available for all mainstage performances, including comped seats. For example, if a production included three performances with 1,000 seats available for each, the total seats would be 3,000.)</i>			
Comped Tickets			

Main Season - Individual Subscriptions

This section should reflect the total number of subscriptions sold. For instance, if a household purchased two subscriptions, the number of individual subscriptions should be counted as two.

	Primary Venue	Secondary Venue(s)	Total (calculated)
Full-Subscription			
Partial Subscription			

Main Season - Households

This number should reflect the total number of subscriptions sold to individuals at a single residence. For instance, if four subscriptions were purchased by a single family, they should be counted as one household subscription.

	Primary Venue	Secondary Venue(s)	Total (calculated)
Full-Subscription			
Partial Subscription			
Single Tickets			
Group Sales			
Total Households (calculated)			

Other Performance Information (Revenue)

Please indicate the revenue associated with the types of performances below

Education: Family/Youth Programming	Please enter the total revenue associated with this type of performance		
Education: Community Programming	Please enter the total revenue associated with this type of performance		
Concerts/Recitals	Please enter the total revenue associated with this type of performance		
Dress Rehearsals	Please enter the total revenue associated with this type of performance		
Electronic Media	Please enter the total revenue associated with this type of performance		
Tours	Please enter the total revenue associated with this type of performance		
All Other Performances	Please enter the total revenue associated with this type of performance		
Total Performance Revenue (calculated)			

Other Performance Information (Attendance & Events)

Please indicate the number of paid and free attendees to each of the types of performances below

	Paid Attendance	Free Attendance	Total (calculated)
Education: Family/Youth Programming	<i>n.</i>	<i>n.</i>	<i>n.</i>
Education: Community Programming	<i>n.</i>	<i>n.</i>	<i>n.</i>
Concerts/Recitals	<i>n.</i>	<i>n.</i>	<i>n.</i>
Dress Rehearsals	<i>n.</i>	<i>n.</i>	<i>n.</i>
Electronic Media	<i>n.</i>	<i>n.</i>	<i>n.</i>
Tours	<i>n.</i>	<i>n.</i>	<i>n.</i>
All Other Performances	<i>n.</i>	<i>n.</i>	<i>n.</i>
Total Attendance (calculated)	<i>n.</i>	<i>n.</i>	<i>n.</i>

	Distinct Productions est.	Performances est.	Total (calculated)
Education: Family/Youth Programming	<i>n.</i>	<i>n.</i>	<i>n.</i>
Education: Community Programming	<i>n.</i>	<i>n.</i>	<i>n.</i>
Concerts/Recitals	<i>n.</i>	<i>n.</i>	<i>n.</i>
Electronic Media	<i>n.</i>	<i>n.</i>	<i>n.</i>
Tours	<i>n.</i>	<i>n.</i>	<i>n.</i>
All Other Performances	<i>n.</i>	<i>n.</i>	<i>n.</i>
Total Events (calculated)	<i>n.</i>	<i>n.</i>	<i>n.</i>

Ticket Prices

the below questions are shown to both organizations with Primary and Secondary venues

	High est.	Low est.
Full Subscription	\$	\$
Partial Subscription	\$	\$
Single Tickets	\$	\$

Expenses

Core Artistic Expenses - Personnel

	Salaries and Fringe Benefits	Contract Fees	Total (calculated)
Principal Singers	\$	\$	
Chorus	\$	\$	
Resident Artists	\$	\$	
Conductors	\$	\$	
Orchestra Musicians	\$	\$	
Dancers/Actors/Supers	\$	\$	
Other Performing Artists	\$	\$	
Other Performing Artists Description			
Total (calculated)	\$	\$	

	Salaries and Fringe Benefits	Contract Fees	Total (calculated)
Artistic Administrators	\$	\$	
Stage Directors	\$	\$	
Designers	\$	\$	
<i>Include set, costumes, wigs, video, audio, etc.</i>			
Choreographers	\$	\$	
Artistic Apprentices	\$	\$	
Other Artistic Personnel	\$	\$	
Other Performing Artists Description			
Total (calculated)	\$	\$	

	Salaries and Fringe Benefits	Contract Fees	Total (calculated)
Production and Technical Personnel	\$	\$	
Costume and Makeup Personnel	\$	\$	
Production and Technical Apprentices/Interns	\$	\$	
Other Production and Technical Personnel	\$	\$	
Other Production and Technical Description			
Total (calculated)	\$	\$	

Core Artistic Expenses - Non-personnel

Rehearsal Space	\$		
Performance Space	\$		
Technical Materials and Equipment	\$		
Scenery and Props	\$		
Costumes, Wigs, and Makeup	\$		
Costumes, Wigs, and Makeup	\$		
Freight, Hauling, and Shipping	\$		
Music	\$		
Depreciation (Production Only)	\$		
Other Costs	\$		
Other Costs Description			
Total Core Artistic Non-Personnel Expenses	\$		

Other Expenses

	Personnel	Non-Personnel	Total (calculated)
Artists Training	\$	\$	
Development	\$	\$	
Marketing and Public Relations	\$	\$	
Box Office	\$	\$	
Education	\$	\$	
Other Administrative Personnel	\$	\$	
Total (calculated)	\$	\$	