

## **FONDS LEVEL DESCRIPTION**

**Title:** Canada Dance Festival fonds

**Dates:** 1984-1998

**Extent:** 2.4 m of textual records  
4 posters

**Adm hist.:** Based in Ottawa and Toronto, the Canada Dance Festival was first produced in 1987 as an initiative of the Dance in Canada Association, the National Arts Centre and Dance!, An Ottawa Summer Festival. Following the first festival, the Canada Dance Festival Society was formed with a separate administration and an official co-production arrangement with the National Arts Centre. Held biennially since 1988, the Canada Dance Festival aims to promote and produce a week long celebration of contemporary dance, featuring the newest artistic creations from a selection of the country's choreographers. It also attempts to support the creation, development and dissemination of these artists' work to a national and international audience. Another important goal of the festival is to foster the professional growth and development of participating artists. The festival has partnered with the National Gallery of Canada, Le Groupe Dance Lab, Arts Court, the University of Ottawa, and the National Capital Commission. The administrative structure of the festival consists of a 10 member Board of Directors made up of representatives from the artistic and business communities of Ottawa.

**S&C:** The fonds documents the Canada Dance Festival's operational and administrative activities. Records consist of financial records and contracts; grant applications, sponsorship and fund raising files; correspondence and other administrative records including reports; and publicity, special event and marketing records. Also included are posters used in the advertising and marketing of the festival.

Source title: Title based on contents of the fonds.

**Access:** Access restrictions to be determined.

**Accruals:** The fonds includes material from the following accruals: 2000-008, 2001-022. Further accruals are expected.

**Creator AP:** Canada Dance Festival

**Source:** Canadian Name Authorities.

**CALL NUMBER**      **FILE LIST**

**2000-008/001**

**Administration, Publicity and Contracts**

- (01) Pre-Canada Dance Festival, Press Book, 1984, 1985, 1986
- (02) House Programmes, Vol.9 No.6, July/August 1987
- (03) Sponsorship Proposal, 1987
- (04) Press Clippings, 1987, 1988
- (05) Souvenir Booklet, 1987
- (06) Final Report, 1987
- (07) Returned Staff Contracts, 1987

**2000-008/002**

- (01) Staff Contracts, 1987
- (02) Staff Contracts, Letter of Agreement, 1987
- (03) Critical Path, 1987
- (04) Festival 87: Press Releases
- (05) Letters of Support, Address Lists, Miscellaneous Correspondence, 1987, 1988
- (06) Financial Report, 1986, 1987
- (07) Brochure and Festival Press, 1987
- (08) House Programmes, 1988
- (09) Final Reports, 1988
- (010) NCR (National Capital Region) Festival Study, 1988
- (011) Artist's Contracts, 1988 (1 of 2)

**2000-008/003**

- (01) Artist's Contracts, 1988 (2 of 2)
- (02) Financial Report, 1988
- (03) Tourism 88 Audit
- (04) Press Book, 1988
- (05) Photos/Contact Sheets, 1988
- (06) Festival Flyer, 1988
- (07) Press Releases, Seminars, Programmes, 1988
- (08) Final Report/Biz, 1990
- (09) Sponsorship, prospects and package, 1990
- (010) Box Office, 1990
- (011) Press Book, 1990
- (012) Board Minutes, Agenda, 1989, 1990

**CALL NUMBER**      **FILE LIST**

**2000-008/004**

- (01) Northern Telecom Sponsorship Report, April 1990
- (02) Aqua Stage, 1990
- (03) Press Conference, 1990
- (04) Press Releases/Seminars, 1990
- (05) Press Kit, English Bios., 1990
- (06) Marketing Plan and Budgets, 1990
- (07) T-Shirt Designs, 1990
- (08) Personnel, Section 25, Policy, Resumés, Referrals, 1990
- (09) Board of Directors 1989, Contact Sheets, 1990
- (010) 1990 Brochure, Schedule and Invites, 1990
- (011) Thank-you's, feedback, correspondence, 1990
- (012) Museum of Civilization, agreement, 1990
- (013) Soloists Festival, 1989
- (014) Registration of Charitable Status, 1990
- (015) Letters Patent, 1990
- (016) Welcome Kit, 1990
- (017) House Programmes, 1990

**Financial Items**

- (18) Miscellaneous Contracts, 1987-1988, 1989, 1990

**2000-008/005**

- (01)-(03) Artist's Contracts, 1990 (3 files)
- (04) Other Contracts, 1990
- (05) Various Contracts, 1990
- (06) Contract with NAC (National Arts Centre)
- (07) Budgets, 1990
- (08) Financial Reports, 1990

**Grant Applications and Sponsorships**

- (09) Sponsorship Binder, 1989, 1990 (1 of 3)

**2000-008/006**

- (01) Sponsorship Binder, 1989, 1990 (2 of 3)
- (02) Sponsorship Binder, 1989, 1990 (3 of 3)
- (03) Canada Council Touring Office, funding applications, 1990
- (04) Laidlaw Foundation, 1990
- (05) External Affairs, funding, 1990

**CALL NUMBER**      **FILE LIST**

- (06) Ontario Arts Council, funding application, 1990
- (07) National Capital Commission, funding application, 1990
- (08) Regional Municipality of Ottawa Carleton, funding application, 1990
- (09) Canada Council, Dance Section, funding application, 1990
- (010) Department of Communication, funding application, 1990
- (011) City of Ottawa, funding application, 1990
- (012) Ministry of Tourism and Recreation, funding application, 1990
- (013) Du Maurier Arts Limited, 1990-1992
- (014) Ministry of Culture and Communication, 1990
- (015) Ontario and Quebec Exchange (MCC), 1990

**2000-008/007**

- (01) Proposals and Writings for Applications, 1988-1990
- (02) Section 25, Job Development, 1990

**Administration, Logistics and Planning**

- (03) Final Reports -Left Side, 1992
- (04) Final Reports -Right Side, 1992
- (05) Final Report, November 30, 1992
- (06) Sponsorship, BNR/NT, 1992
- (07) Northern Telecom, corporate sponsor, 1992
- (08) Correspondence with CDF Board of Directors and Banking Memos, 1992
- (09) Production Notes, 1992
- (10) Can Dance, 1992
- (11) "No" letters to participants, 1992
- (12) Thank-you letters, 1992
- (13) Paxton, correspondence to, 1992
- (14) Questionnaire, [1992]
- (15) T-Shirts, 1992

**2000-008/008**

- (01) Souvenir Ad Sales Rate Sheet, 1992
- (02) Press Clippings and Pamphlets, 1992
- (03) Press Book, 1992
- (04) Foreign Guest List and Addresses, 1991
- (05)-(06) Filmdance, catalogue (original), 1992 (2 files)
- (07) Films not yet secured, 1992

**CALL NUMBER**            **FILE LIST**

- (08)                        Video/Film Series, 1992  
(09)                        Photos, Contact Sheet, 1990-1991

**2000-008/009**

- (01)                        SAW Gallery, letter to colleagues from Board of Directors,  
                                  May 28, 1991  
(02)                        Barge, correspondence, 1989-1991  
(03)                        National Capital Commission Agreement, 1992  
(04)                        Publicity, 1992  
(05)                        Brochure and Schedule, 1992  
(06)                        House Programmes, 1992  
(07)                        Artist Bios English and French, 1992  
(08)                        Welcome Kit, 1992  
(09)                        National Arts Centre, description, 1992  
(010)                      Insurance, 1992-1997  
(011)                      Logo and Artwork, (contains photographs), 1992

**2000-008/010**

**Grant Applications**

- (01)                        Section 25, 1992, 1993  
(02)                        Arts and Communications Counsellors, 1992  
(03)                        Touring Office, Canada Council, 1991, 1992  
(04)                        Canada Council, 1992  
(05)                        Ontario-Quebec Exchange, 1992  
(06)                        Legion of Ottawa-Carleton, 1992  
(07)                        Laidlaw, 1992  
(08)                        City of Ottawa, 1992  
(09)                        External Affairs, 1992  
(010)                      Ministry of Culture and Communication, faxes,  
                                  correspondence, etc., 1992  
(011)                      Ministry of Culture and Communication, application, 1992  
(012)                      Ontario Arts Council, 1991, 1992  
(013)                      Ontario Arts Council, Interim Report, July 6, 1991  
(014)                      Department of Communications, 1990-1993

**2000-008/011**

- (01)                        Governor General, 1992

**CALL NUMBER**      **FILE LIST**

- (02) Grant Applications, 1992 -Levy Productions Folder (1996)
- (03) Northern Telecom, 1992
- (04) Canada 125/NCC, 1992
- (05) NAC correspondence, 1992
- (06) MCC update, 1990, 1991, 1992
- (07) Department of Communication, proposal, 1992
- (08) Contracts, Agreements with Granting Bodies, 1992

**Financial Items**

- (09) Financial Reports, 1990, 1991
- (10) Signed Artist Contracts, 1992 (1 of 3)

**2000-008/012**

- (01) Signed Artist Contracts, 1992 (2 of 3)
- (02) Signed Artist Contracts, 1992 (3 of 3)
- (03) Producer's Contracts, 1992

**Logistics, Administration, Publicity, and Marketing**

- (04) Fiscal Year End Change, 1993
- (05) Artistic Forum, 1994
- (06) California Presenters, 1994
- (07) Presenters List, 1994
- (08) Participating Artists List, 1994
- (09) "No" Artists, 1994
- (10) Thank-You Letters, 1994
- (11) Promotional Materials mailing, 1994
- (12) Tech Specs, 1994
- (13) Help Us Letters, 1993, 1994
- (14) Invitation Letters for Foreign and Canadian Presenters, 1993, 1994
- (15) Short Takes Programmes, 1994
- (16) Programmes, Faxes, 1994
- (17) Filmdance, 1994

**2000-008/013**

- (01) Artwork correspondence with Dreadnaught and Centurion, 1993-1994

**CALL NUMBER**      **FILE LIST**

- (02) Final Report, 1994
- (03) Press Kit, 1994
- (04) Hotel Forms, Ticket Forms, 1994
- (05) Press Book, June 11-18, 1994
- (06) Invitation Letter to Government Officials, 1994
- (07) Brochures, 1994
- (08) Other CDF correspondence, 1994
- (09) Invitation Letters, 1994

**Financial Items**

- (10)-(11) Artist's Contracts, 1994 (2 files)
- (12) Personnel Contracts, 1994
- (13) Section 25, 1992, 1994, 1996
- (14) NAC Contract, 1994

**2000-008/014**

- (01) Museum of Civilization, 1993, 1994
- (02) National Gallery Contract, 1994
- (03) Media Sponsorship Contracts, 1994
- (04) Audited Financial Statement, 1994

**Grant Applications and Correspondence**

- (05) Canada Council, 1992, 1993, 1994
- (06) Secretary of State, 1993
- (07) Finals '94
- (08) Du Maurier, 1993, 1994
- (09) Letters to and from CDF '94, thanks, etc., 1993, 1994
- (10) Canadian Heritage (multi-cultural), 1994
- (11) Department of Communication, 1992-1994
- (12) Department of Communication, equipment, 1990-1992
- (13) External Affairs, 1993, 1994, 1995
- (14) MCC 1992-1995
- (15) OAC, 1993

**2000-008/015**

- (01) City of Ottawa, 1994
- (02) Region of Ottawa-Carleton, 1994
- (03) Touring Office, Canada Council (TOCC), 1993, 1994

**CALL NUMBER**                      **FILE LIST**

(04)                      Laidlaw Foundation, 1993, 1994  
(05)                      Detartex (Detailed Artist Expenses), 1993-1994  
(06)                      Chateau Wallen and Project Canada, 1993, 1994  
(07)                      National Gallery, 1992, 1994  
(08)                      Special Events, F-R, Adverts and Advertising, 1992-1994

**2000-008/016**

(01)                      Board Staff, 1992-1993  
(02)                      Corporate F-R, 1994  
(03)                      NAC Arts Contract, 1992-1993

**Publicity and Marketing Files**

(04)                      Budget and Administration, 1996  
(05)-(06)                      House Programmes, 1996  
(07)                      Mailing and Distribution, 1996  
(08)                      Media Relations and Media Tickets, 1996  
(09)                      Participants, Personnel, Programme, 1996  
(10)                      Passes and Tickets, 1996

**2000-008/017**

(01)-(02)                      Press Book, 1996 (2 files)  
(03)-(04)                      Press Clippings, 1996 (2 files)  
(05)                      Press Conference, 1996  
(06)                      Press Kit and General Links, 1996

**2000-008/018**

(01)                      Press Releases, 1996  
(02)                      Promotion, Logos, 1996  
(03)                      Promotion Materials (includes brochure), 1996  
(04)                      Signage, 1996

**Special Events and Logistics**

(05)                      Letters for Welcome Kits,  
(06)                      Photos (photocopies), 1996  
(07)                      Special Events, 1996  
(08)                      Chez Jack, 1996  
(09)                      Administration, 1996  
(10)                      Donations, In-Kind, 1996  
(11)                      Box Office, Passes, 1996



**CALL NUMBER**      **FILE LIST**

- (12) Max Chats, 1996
- (13) International Shorts, 1996
- (14) Ticket Requisition, 1996
- (15) Canadian Shorts, 1996
- (16) Filmdance, 1996
- (17) Festival Plaza, 1996
- (18) Conference Sessions, Receptions, 1996
- (19) T-Shirts, 1996
- (20) Welcome Kits, 1996
- (21) Classes, 1996
- (22) Brochures, 1996
- (23) Kiosks, 1996
- (24) Outdoor, 1996
- (25) Volunteers, 1996
- (26) Guest Lists, 1996

**2000-008/019**

**Financial Items and Contracts**

- (01) Audited Financial Statements, 1996
- (02) Other Supporting Financial Agreements, 1996
- (03) Staff Contracts, 1996
- (04)-(05) Signed Artist Contracts, 1996 (2 files)
- (06) NAC Contract, 1996
- (07) National Gallery of Canada Contract, 1996
- (08) University of Ottawa Rental Contract, 1996
- (09) Arts Court Contract, 1996

**Grant Applications**

- (10) City of Ottawa, 1996
- (11) Ontario Arts Council, 1996
- (12) Canada Council/Touring Office, Canada Council, 1996
- (13) Multicultural, Department of Canadian Heritage, 1996
- (14) Department of Canadian Heritage, 1996

**2000-008/020**

- (01) Laidlaw Foundation, 1995, 1996
- (02) Du Maurier, 1994-1997
- (03) Foreign Affairs, 1993, 1995-1997

**CALL NUMBER**      **FILE LIST**

**Other**

- (04) Report to the Board of Directors, 1995, 1996
- (05) Jerry Fundraising, 1995, 1996
- (06) Opening Night Reception, 1996
- (07) Final Report Update, 1996
- (08) Artwork Proposal, 1996
- (09) Diana Tyndale, correspondence, 1996
- (010) Planning, Staff/Board notes, 1993, 1994, 1995

**OVERSIZE: POSTERS**

- (11) Canada Dance Festival 1990
- (12) Canada Dance Festival 1992
- (13) Canada Dance Festival 1998 (large)
- (14) Canada Dance Festival 1998 (small)

**CALL NUMBER**      **FILE LIST**  
**2001-022/001**

**Publicity and Media Files**

(01) Sponsorship Values March 1994  
(02) Travel Arrangement 1994  
(03) Media Sponsorship Agreements 1994  
(04) Advertisements 1994  
(05) Miscellaneous Correspondence 1994  
(06) NAC/ Gallery Brochures 1994  
(07) Governor General 1994  
(08) Time Lines 1994  
(09) Proposal For Sponsorship 1994  
(010) Press Conference 1994  
(011) Distribution 1994  
(012) Media List 1994  
(013) Festival Passes 1994  
(014) Budget 1994  
(015) CDF Press Book Originals 1994 (1 of 2)  
(016) CDF Press Book Originals 1994 (2 of 2)  
(017) CDF Press Clippings 1994 (1 of 2)  
(018) CDF Press Clippings 1994 (2 of 2)  
(019) Press Kit Masters 1994  
(020) Rate Cards 1994

**1996 Canada Dance Festival/1997 Dance Advance**

(21) Sponsorship 1994 -1996  
(22) Audited Financial Statements 1996  
(23) CDF Photos 1996  
(24) CDF Archie's Props 1996  
(25) Festival Network 1997  
(26) Dance Submissions for Dance Advance 1997  
(27) Public Relations 1997  
(28) Food Donation 1997  
(29) Dance Advance Budget 1997  
(30) Dance Advance Promo Material 1997  
(31) Media Partnerships 1997  
(32) Dance Advance Final Report 1997  
(33) Radio Canada Promo (30 sec) 2 VHS cassettes

**CALL NUMBER**      **FILE LIST**

**2001-022/002**

**Publicity, Promotion, Marketing**

- (01) House Programmes CDF 1999
- (02) House Programme Final Report 1998
- (03) Film Dance- (Tammy in Charge) 1998
- (04) Press Kit (French) 1998
- (05) Press Kit Originals 1998
- (06) Media Lists 1998
- (07) Budget 1998
- (08) Bravo 1998
- (09) CDF Jaguar 1998
- (010) Media Scan 1998 (1 of 2)
- (011) Media Scan 1998 (2 of 2)
- (012) Correspondence re: Brochure 1998
- (013) Ottawa Citizen 1998
- (014) Media Coverage 1998
- (015) Diffusart 1998
- (016) Press Conference 1998
- (017) Promotions 1998
- (018) Logos 1998 (Including Seven Computer Disks)
- (019) Stationary 1998
- (020) Media Sponsors 1998
- (021) Other Sponsors 1998
- (022) Print Ads 1998
- (023) Media Ticket Reservation 1998
- (024) Xpress Insert 1998
- (025) Distribution 1998
- (026) Advertising 1998
- (027) Box Office 1998
- (028) Listings 1998
- (029) Merchandise 1998
- (030) Festival Network 1998
- (031) Follow-Up 1998
- (032) Photographs For Press Conference 1998
- (033) Multiculturalism Forum 1998
- (034) Contracts 1998
- (035) Media Planning 1998
- (036) Promotional Materials 1998 (Including One Zip Disk)
- (037) CDF Banner 1998

<u>CALL NUMBER</u>	<u>FILE LIST</u>
(38)	Margie Gillis Message 1998 (Two Audio Cassettes)
(39)	Press Releases 1998
(40)	Comp Ticket Holds 1998
(41)	Press Book 1998
(42)	English Press Releases 1998
(43)	Survey and Atlantic Showcase (Two 8 mm Video Cassettes)1998
(44)	Market Survey Interviews (VHS) 1998

**2001-022/003**

**Logistics, Administration, Sponsorship**

(01)	Jaquarcade 1998
(02)	Ottawa Citizen 1996
(03)	Jet Form 1998
(04)	Sponsorship: Letters of Rejection 1998
(05)	Sponsorship Proposals 1998
(06)	Foundations 1998
(07)	Jaguar Ottawa 1998
(08)	Bell Mobility 1998
(09)	VIA CDF 1998
(010)	French Sponsorship 1998
(011)	Potential Sponsorship (Kay in Charge) of Reception and Performance 1998
(12)	Power Point Presentation 1998
(13)	CDF Power Point 1998
(14)	Power Point Presentation of CDF 1998
(15)	Budget Rent-A-Car 1998
(16)	Reception At National Arts Centre 1998
(17)	Reception on Boat 1998
(18)	Reception at Chateau Laurier 1998
(19)	Reception at National Gallery of Canada 1998
(20)	Special Events Receptions 1998
(21)	Reception Guest List and Sample Letters1998
(22)	Sample Invitations 1998
(23)	English Website 1998
(24)	French Website 1998
(25)	Survey, 1998
(26)	Signage 1998
(27)	Orientation Kit 1998
(28)	Volunteer Program Plannings1998
(29)	Opening and Closing Night Reception Invite 1998
(30)	Festival Network 1998

<u>CALL NUMBER</u>	<u>FILE LIST</u>
(31)	Hotels Research 1998
(32)	Staff Meetings 1998
(33)	Gold and Silver Pass Holders 1998
(34)	Passes (Staff, Media, Volunteer, Participants)1998
(35)	Logistical Correspondences1998
(36)	Audited Financial Statement 1998
(37)	Logistic Handbook1998
(38)	Multicultural1998
(39)	Contracts/Cover Letter 1998
(40)	OFF/DUO/RQD 1998
(41)	Hotels/Sponsor 1998
(42)	Mentorship 1998
(43)	Correspondence 1998
(44)	Masterclasses 1998
(45)	Producer's Final Report 1998
(46)	For DCH 1998
(47)	Final Report Package (Minus Final Report) 1998
(48)	Invoices 1998
(49)	Foundations: Letters of Submission 1998
(50)	Minutes April 1997 August 27 1998
(51)	Donations- September 1996 to August 1998
(52)	Grants- September 1996 August 1998
(53)	Staff Agreements (Short Term) 1997-1998
(54)	Arts Grant Theatre 1997-1998
(55)	National Gallery Agreement 1998
(56)	Artist's Commissioning Agreements 1997-1998
(57)	Artist's Contracts 1998 (1 of 3)
(58)	Artist's Contracts 1998 (2 of 3)
(59)	Artist's Contracts 1998 (3 of 3)
(60)	Ticket Sales- 1998

CALL NUMBER      FILE LIST