

## Procedures for Filling out the Matrix 2011-2012

### 1. Attendance

A.) Fill in the Total Attendance in first line;

Fill in the Total Youth Attendance in the second line, which it would be also part of the total attendance.

B.) In the next three lines fill in the amounts for the tourism. (Which are numbers that are part of the total attendance)

(These will add horizontally, [not vertical](#), otherwise it would double count)

### 2. Artists

Fill in the next seven lines with the total of artist that fit each category.

(It will add horizontally and vertically)

### 3. Events

A.) In the first box of each column put the number of events and in the second box in the column put the number of attendance.

B.) In the last three lines enter the total of tickets that fit each category.

(It will add horizontally and vertically)

c.) Publications are on their own: # of Publications and how many were published e.g. 3 brochures and printed 3,000

### 4. Administration

Fill in the total for each category.

(It will give you an average horizontally for the whole year)

### To change Header to include Organizations name.

Click on "insert" at the top of your screen go to header & footer

Click on Header/Footer

Click on Custom Header

Highlight the word "(AGENCY)" and type your organization's name

Click on OK

Click on OK again.

OSP reports every month: Save it in your computer and that way you can up-date every month

PSP reports at the end

**This is important to do, otherwise one can not tell who's sending the report**