

## **ACCREDITED RECORDING SERVICES APPLICATION**

Qualified Manitoba-based recording studios, producers and mix engineers are eligible to apply.

Please attach the following documentation with this application. Failure to attach all requested information below may result in the application being rejected as incomplete. Once all of the listed items have been received by Manitoba Film & Music (MFM), if applicable, MFM staff may make an appointment for a studio visit. Please email the application as a downloadable Google Drive or Dropbox folder to [music@mbfilmmusic.ca](mailto:music@mbfilmmusic.ca).

- APPLICANT BUSINESS REGISTRATION CERTIFICATE OR ARTICLES OF INCORPORATION** – All applicants to **Manitoba Film & Music** must be either registered as a business in Manitoba or incorporated in Manitoba. Register or incorporate at the [Companies Office](#).
- EQUIPMENT LIST** – Please attach a separate sheet listing the equipment and instruments available for use in the studio.
- AUDIO REEL** – A link to stream a sample of the studio/recording professional's repertoire, or a Google Drive/Dropbox folder to download same.
- STUDIO OWNER'S/RECORDING PROFESSIONAL'S RESUME**
- SAFER STUDIO TRAINING SESSION** – As part of the accreditation process MFM requires recording services to take the free Safer Studio Training Session

# RECORDING SERVICES ACCREDITATION APPLICATION

## **CONTACT INFORMATION**

This information will be used in Manitoba Film & Music's listing.

TYPE OF SERVICE PROVIDED (please check all that apply):

STUDIO           PRODUCER           ENGINEER           MIXING           MASTERING

Studio name: \_\_\_\_\_

Owned by: \_\_\_\_\_

or

Business name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Link to stream repertoire: \_\_\_\_\_

(If not submitting a Google Drive/Dropbox folder. This link will not be shared publicly.)

## **PUBLIC INFORMATION**

Please indicate below what information you would like included in our published services list.

Studio/mixer/producer business name: \_\_\_\_\_

Facility address: \_\_\_\_\_

Website: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_



## **RESPECTFUL WORKPLACE DECLARATION**

Manitoba Film & Music supports and encourages projects that reflect diversity, with the aim to promote engagement and inclusion which, in turn, strengthens the industry and fuels the creative economy.

As the applicant seeking accreditation by Manitoba Film & Music, I, \_\_\_\_\_ (insert full name), declare that I shall maintain the principles of an inclusive and respectful workplace, which includes taking every reasonable step to: (i) cultivate a respectful, inclusive and supportive work culture by promoting awareness and education regarding the prevention of harassment; (ii) provide a safe mechanism for the reporting of incidents or allegations of harassment or inappropriate behavior, while supporting and protecting complainants and victims; and (iii) take action to identify and eliminate workplace harassment in a timely manner.

Any accredited recording service found to be in breach of the terms noted above will have their accreditation revoked and will not be allowed to participate in MFM-funded recording projects.

**SAFER STUDIO TRAINING SESSION** – As part of the accreditation process MFM requires recording services to take the free Safer Studios Training session. These are offered twice annually, and studios have one year from the time they receive accreditation notice to attend a session. The training session covers the basics of respectful workplace policies and best practices to ensure everyone using your service and yourselves have a positive experience. Reach out to MFM staff to find out more and to sign up for the next Safer Studios session.

## **OWNERSHIP**

I hereby declare that I am a resident of the Province of Manitoba, operating a business based in Manitoba that is registered with the Province of Manitoba under the name

\_\_\_\_\_  
(Registered business/incorporation name)

**Signature of studio owner/recording professional:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Would you like to be added to Manitoba Film & Music's e-mail list to receive our newsletter and program updates?**                      **Yes**                      **No**