



Official Irish Albums Chart

**Rules for Chart Eligibility for the IRMA Official
Charts**

Albums

Adopted by the Board of IRMA on the 7th December 2018

Rules for Irish Chart Eligibility

December 2018

INTRODUCTION

The following Chart Rules exist to determine eligibility for entry into the Irish Recorded Music Association CLG (IRMA) Official Charts. The aim of the Rules is to protect the integrity of the Charts and to ensure that they are an accurate reflection of the popularity of each recording by reference to genuine transactions.

The Rules apply not only to members of IRMA but equally to all record producers and/or distributors of recordings. They set out the conditions on which a record will be eligible for inclusion in the Charts.

It should be noted that record producers and distributors remain free to package and market their products in any way they choose. However, releases which do not comply with the Chart Rules will not be eligible to be included in the IRMA Official Chart.

The Chart Rules are issued by the Official Charts UK Company (OCC) and IRMA. OCC is responsible for interpreting and applying the Chart Rules on a day-to-day basis under the supervision of IRMA. OCC may, at its discretion, refer any matter concerning the interpretation of the Chart Rules with respect to one or more recordings to the Council of Inquiry set up by IRMA for a decision. A record producer or distributor that wishes to dispute a decision made by OCC may also apply to the Council of Inquiry of IRMA for a decision. The decision of the Council of Inquiry will be final.

1.0 Genuine Sales

1.1

All sales information used to compile the Chart must be recorded as a result of a genuine transaction by a genuine consumer.

No record producer, distributor, retailer, artist or other party should act or encourage others to act in any way designed to distort, or which has the effect of distorting the Chart by achieving a higher or lower Chart position for a record than it would otherwise achieve.

Actions which will be considered a breach of these rules include:

- a) promoting the sale of any album by supplying a retailer with records by another artist free of charge or upon terms more favourable than would be the case but for that promotion;
- b) purchasing albums or causing albums to be purchased or streamed other than as a genuine consumer transaction;
- c) multiple transactions of albums on behalf of other persons,
- d) interference with the operation of transaction recording machines or other equipment or computer software used to compile the Charts or collect or collate its information or in any other way being a party to the submission of false or inaccurate data to the Chart compiler (currently Kantar Milward Brown);
- e) offering money or other benefits to a chart reporting retailer or service contingent upon an album entering any of the Charts or attaining a minimum chart position;
- f) procuring the sale and/or consumption of an album in conjunction with a non-related gift or valuable gift (where "valuable gift" means any gift which has a market value of its own however small), i.e. which gives the consumer a product, voucher or benefit or anything else which is either unrelated to the album concerned or of a value in excess of the value of the record without that gift, and where it is not an album and merchandise package as outlined in section 8.0.
- g) any other activity intended unfairly to influence Chart positions.

Where OCC has reason to believe that an album is the subject of any of the above types of activity, it will, at its discretion, either remove identifiable irregular transactions from the data used to compile the Chart, or exclude the record from the Chart with immediate effect.

OCC's nominated chart compiler will ensure the accuracy and completeness of any transaction information provided to it by a retail outlet to the extent it is possible to do so using good industry practice. Where the nominated chart compiler has reason to believe that the inclusion of transactions from a retail outlet or a number of retail outlets maybe inaccurate, misleading or incomplete and run contrary to the guidelines expected by a skilled and experienced market research firm, then the retail outlet(s) in question will be excluded to avoid potential distortion.

If an album is excluded from the Chart, OCC will inform the record producer, distributor, and IRMA in writing on the first working day after the exclusion takes effect. If unusual or irregular sales transactions cause OCC to remove data from the Charts, OCC will inform IRMA, on the first working day after the data is removed.

2.0 Codes of Conduct

2.1	
	These rules in so far as members of IRMA are concerned are additional to any rules contained in the IRMA member's agreement regarding chart rules.

3.0 Albums Definitions Summary

3.1	
	The playing time of an album shall be in excess of 25 minutes , or An album shall have more than four songs.
	<ol style="list-style-type: none">1. Playing Time refers to the amount of recorded material irrespective of content.2. A Track is a continuous piece of recorded material.3. Compilation Album Chart Includes original soundtracks unless all tracks feature the same artist or cast, multi orchestral recordings, and "1 artist per side" albums (if not new)4. Artist Album Chart includes single artist compilations, original cast recordings, original cast performance soundtracks where all performances (inclusive of opening and end credits) are performed by the cast and single orchestra recordings5. The Irish Artist Chart shall consist of artists with Irish passports, or if a band, orchestra or ensemble then 50% of the band orchestra or ensemble shall hold Irish passports.6. For Chart purposes "on demand streams" are those streams delivered by an "on demand service", namely a service which offers: (a) only a la carte streams (those which have been actively selected by the user); or (b) a mixture of a la carte streams and also streams which have been played from curated playlists, where the user has access to what is considered by OCC / IRMA to be a reasonable number of skips. For removal of doubt, services which provide access to streams solely via curated / non-interactive playlists will not be deemed to be "on demand" services.7. Video streams are not eligible for the album charts.

4.0 Combining of Sales

4.1	Combining Formats for Album Chart
	Unlimited album formats may be combined for chart placing providing they adhere to all chart rules
4.2	Alternative Album Formats (Deluxe, Re-Issues)
	Sales of alternative versions of an album where the alternative version features additional audio and / or audio visual material to the standard album version, will be combined provided: <ul style="list-style-type: none">□ The alternative format contains 100% of the audio tracks as featured on the standard version□ The additional material on the alternative format has not been previously available for purchase in its entirety as a separate product
	If the additional tracks are released as a separate product, sales of an album cannot be combined with those of the original format. This is applicable even if the album contains mixes/live/extended versions of songs on the original format.
4.3	Alternative Album Formats featuring less than 100% of material on Standard Album
	Alternative formats not featuring 100% of the audio tracks from the standard version of the album may be combined providing it meets 80% crossover with standard album format. (See Appendix 1 Figure 1).

4.4	Remix and Live Albums
	Sales of remix or live albums will not be combined with sales of the original studio version.
4.5	Standalone DVD Albums
	An album may be released on a DVD format and its sales combined with other format variants, provided there is a chart eligible CD of the same album on general release bearing the same title as the DVD format.
	In order for the DVD album to be combined 80% of tracks on one of the available CD formats should appear on the DVD format. (See Appendix 1 Figure 1).
4.6	Import Albums
	When they contain at least 80% of the tracks on the standard domestic format, imports are considered to be alternatives to the standard Irish versions and their sales are added accordingly. If an import differs in content or packaging from an Irish release, it counts as a separate format. (See Appendix 1, Figure 1)
	An imported record is eligible for a chart position in its own right if there is no equivalent Irish release.
4.7	Multi Format Packages & Box Sets
	Multiple pack albums or Box Sets featuring different album titles are eligible for the chart in their own right. They will not be combined with the sales of one of their constituent items.
	Multiple format albums or Box Sets featuring different formats of the same album (including physical formats packaged with a code or alternative mechanic offering a digital copy of album) are eligible to be combined with standard version of the same album. Multi format albums or Box Sets constitute a single sale.
4.8	Simultaneous Availability from Distributors
	When the same record (or combinable variant) is available on Irish release from two different parties, sales will not be combined except at the request of both parties.
4.9	Catalogue Numbers and Barcodes
	All physical formats should carry a unique catalogue number, and a unique barcode should relate to the catalogue number. This is applicable even when identical recordings are issued in different packaging, including colour variations of CD's, vinyl and DMD's.
	All physical formats of an album release should be reported to the Chart Compiler.
	Note: Physical products without a barcode will not have their sales tracked for chart purposes.
4.10	ISRCs and Digital Barcodes
	All digital album bundles must carry a unique barcode and ISRC codes for individual tracks (including music videos).
	All digital formats of an album release should be reported to the Chart Compiler.
	Note: Digital tracks without an ISRC or digital albums without a barcode will not have their sales tracked for chart purposes.

5.0 Exclusions

5.1	Exclusion By Request
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	An Irish rights owner/licensee may request OCC to exclude an album from the Charts where the record is not generally available from the owner's normal distributor (for example - deleted titles, or pre-release sales caused by distribution leaks).
	OCC may at its absolute discretion exclude an album from the Chart in such circumstances. An album that otherwise meets all eligibility criteria will not be excluded from the charts.
5.2	Promotional Products
	Any promotional (free to consumer) physical product or digital product will not be eligible for inclusion in the chart.

6.0 Competitions, Vouchers and Retailer Promotions

6.1	Competitions / Vouchers
	Competition inserts or entry may not be included in any physical or digital album release. (also see 6.3 retail promotions)
	A competition featured on or within the packaging of any album release, including but not limited to the 'enhanced section', microsite or any other chart eligible software application or program will render the format ineligible for inclusion in the charts.
	A release incorporating an exclusive voucher giving discounts on other goods or services, or exclusive access to such goods and services-are considered free gifts and are ineligible for inclusion in the chart.
6.2	Data Capture Incentives
	Standard generic company/record label data capture mechanics that offer a small incentive in exchange for consumer details do not make a product ineligible for the chart.
6.3	Retailer Promotions
	Any incentive in the form of a retailer sponsored free gift or discount, to purchase one or more chart eligible albums, will not disqualify sales of records from contributing to the Chart position provided that the records, and the gifts or discount offered, comply with all other chart eligibility rules. If a retailer promotion does not conform to this, sales of the record concerned will be excluded from the chart.
	Retailer promotions on albums are not limited to the free gifts as described in para 10. Allowable album content / Packaging / Permitted free gifts, provided that OCC receives written confirmation from the retailer that it is sponsoring the promotion.
	If a retailer is running a competition it may not be dependent on the purchase of specific albums. Consumers must be provided a simple, prominent "no purchase necessary" option to enter the competition and in the case of online competitions access to entry must be made available via a direct hyperlink a maximum of one click through from the promotional page (cut and paste links are not permitted)
	Consumers should not be automatically entered into a competition upon purchase.

6.4	Retailer Instore Personal Appearances
	Where a retailer hosts an instore appearance by an artist, and requires attendees to purchase an album product from their store or chain to gain entrance, such sales will be chart eligible provided that: <ul style="list-style-type: none"> • The personal appearance takes place within a chart reporting outlet; • The product is related to the appearing artist; • Purchase is restricted to one album;

- The hosting retailer has informed OCC and/or the Chart Compiler of the instore event(s)
- The product complies with all other chart eligibility rules;

Any requirement to make a purchase of a specific product from a specific store /chain in order to gain entry to an artist instore appearance is at the sole discretion of the hosting retailer.

7.0 Pre Order Incentives

7.0	Pre Order Incentives
	No competition incentive may be offered on a digital and/or physical pre order except that Retailers may conduct pre order incentives on products providing they comply with all other chart rules
	Where a physical album is available for pre-order access to a pre-release stream or timed out download of all or some of the album tracks will be chart eligible.
	A free permanent download of an album given to consumer as a pre order incentive will render the physical album ineligible for the chart.
	Streaming pre-orders known as “pre-saves” are permitted provided there is no automatic streaming of a pre-saved track.
7.1	Instant Gratification Incentives
	An Instant Grat mechanic run during an album pre-order will not disqualify the album pre-orders from contributing to the Chart position
	Any track provided as an Instant Grat will not be eligible for the IRMA Official Singles Chart, but will not disqualify a standalone sale of the same recording, subject to IRMA Singles Chart Rule 7.0

8.0 Album & Merchandise Packages

8.0	Album & Merchandise Packages
	Record producers and distributors are free to package album formats with gifts provided that the gift is not worth more than 10% of the sale price of the album without the gift and the gift is a “permitted gift” as outlined in paragraph 10
	8.1 Boxed Packages Albums sold as part of a boxed package, together with added value items, will be chart eligible provided the boxed package complies with the Chart Rules <i>and</i> has been approved by OCC in accordance with the Approval Process set out in Appendix 2.
	Added value items must be packaged with the album and must be clearly related to the artist or artist brand. In the case of non-artist albums merchandise may be label or brand related.
	The album and merchandise package must carry a unique barcode to that of the standard (or any other) version of the album.
	Tickets for live events and access ‘experiences’ e.g. meet and greet are not eligible to be packaged within Album & Merchandise packages
	8.2 Curated Packages Albums sold as part of a non-boxed package curated by a retailer will be chart eligible provided the package complies with the Chart Rules <i>and</i> has been approved by OCC in accordance with the Approval Process set out in Appendix 2.

Added value items available for inclusion in the curated package must also be available for purchase separately via the same store.

Retailer promotions permitted under Rule 6.3 are excluded from this Rule 8.2

8.3 Album & Ticket Packages (Bundles)

Albums bundled with the sale of tickets for live events will be chart eligible where the following circumstances are met, subject at all times to the Approval Process set out in Appendix 2 and these Chart Rules:

- (a) The same artist (s) is / are performing at that live event
- (b) Each album and ticket is also available to buy individually and this is stated in simple and prominent terms in the promotion and at the point of purchase; and
- (c) The Bundle has a higher sale price than the price of the standalone ticket.

Album sales that are “baked in” to a ticket sale (i.e. automatically add an album to a ticket offer), and which do not provide simple and prominent instructions and means by which the consumer can opt out of the purchase of an album, are not chart eligible.

Access to a ticket pre-sale will be allowed with an album pre-order provided the album pre-order makes it clear, in simple and prominent terms that the album pre-order does not guarantee a ticket to the consumer.

Pre-sale ticket allocation may not be dependent upon the pre-order of an album. A customer not wishing to pre-order an album must be given a simple, prominent and equal “no purchase necessary” opportunity to access the ticket pre-sale.

9.0 Album Streams

9.0 Album Streams

The Official Artist Albums Chart is based on the sum of the following elements:

- Physical album DUS
- Digital album DUS
- Streaming album DUS

Note: DUS means Defined Universe Sales i.e. sales and streams figures from all chart reporting retailers.

9.1 Album Stream Methodology

The 2 album tracks attracting most streams are neutralised to the level of the average of the next 10 highest streamed tracks associated with the album (or all tracks where album has < 12 tracks).

When establishing the revised streams for neutralised tracks from an album, the average streams applied to neutralised tracks will be based on streams of all ISRCs linked to the 10 single products used in the calculation. (See Appendix 1 Figure 3).

After the methodology above is applied, the streams of the top 12 tracks (or all tracks where an album < 12 tracks) making up the album are aggregated together and converted to create the “Streaming album DUS”, using a conversion rate of 1,000 streams = 1 album sale.

A new album DUS is created from adding together the physical album DUS, digital album DUS and the streaming album DUS. (See Appendix 1 Figure 3).

9.2 Qualifying Tracks

In all cases, qualifying tracks will be those from any registered album format track listing. In the event where a release has both standard and deluxe versions, the track listings will be aggregated and de-duplicated to create the qualifying track listing. Where a track(s) from an album have registered zero streams, those tracks will not be

	utilised in calculating the average stream count for the neutralised tracks.
	Where an album is flagged as a Live release, only live versions of tracks from the project will be included in the streaming factor calculation
9.3	Multiple Albums
	Where a track is credited to more than one artist – streams of that track will count equally towards each artist's studio albums.
	Where a track appears on more than one album by an artist, streams of this track will be attributed equally to each studio album and a maximum of one greatest hits album (the hits title with the highest DUS for that given week, or other hits title nominated in advance by label).
9.4	Album Availability
	Streaming will only be factored into an album DUS where at least seven tracks (inclusive of singles) from an album are available to stream. This threshold will apply to the longest track listing available. Where an album's fullest track listing comprises 5 or 6 tracks, 100% of tracks must receive >0 streams.
9.5	Streaming Only Albums
	Newly released studio artist albums available in an audio streaming only format will be chart eligible.
	For a streaming album to qualify as newly released it may not feature repertoire previously available on albums by the artist (unless they are newly released alternative versions of previously available tracks).
	Greatest hits/anthologies/live albums and generally compilations of previously released material will not be chart eligible if available for streaming only
	Where possible, OCC / The Chart Compiler to be notified ahead of release that a streaming only album is to be made available to consumers.
	Where possible album title and track ISRC's to be registered with the Chart Compiler pre-release. Retrospective notification of a streaming only album release must take place within the first week of availability
	Linking different streaming only versions of albums together will be subject to the existing eligibility guidelines for alternative formats
	A maximum of two streaming only album variants will be eligible to be combined for one chart position (excluding clean / explicit versions of a release).
	Streaming only album to be identified and presented to consumers by streaming services as an album – streaming only bundles labelled as a playlist would not qualify as a streaming only album release.
	OCC will factor in the existence of traditional album features such as, an album title covering the collection of tracks and unique artwork, in determining the eligibility of a streaming only album.

10. Allowable Album Content

Alternative versions of albums that are to be combined with the standard version of the album that don't have 100% of track listing will be subject to 80% crossover rule. (See Section 4.0 and Appendix 1 for further information)

Total Playing Time	Unlimited
Audio Content	Unlimited

Video Content	Unlimited
Memory Capacity (Standard DMD only)	Maximum of 512MB
Packaging	Packaging for an album release must have no value in its own right and no other use other than to contain the recording.
	If the packaging of an album adds value to the item, and could be sold in its own right, and does not qualify for exemption under the clauses below it is considered to be a free gift and the album is therefore ineligible for the Chart.
	Flyers promoting merchandise or other product may be included within the packaging provided that access to this merchandise is not available exclusively through purchase of the record. Flyers must be contained within the format packaging.
	Please consult OCC if you are unsure of the eligibility of a product's packaging
Permitted Free Gifts	A "gift" is defined as any item which has a market value of its own, however small. Records sold with free gifts are ineligible for the chart. Therefore no other item may be included other than those outlined below:
	One "poster" . Can be printed on both sides. There is no size specification but after folding it must be contained within the packaging.
	"Cards" Card(s) must be contained within the format packaging and be 2 sided with no folds. Card(s) maybe printed on both sides. Maximum card size is dictated by the dimensions of the packaging they are to be contained within.
	"Booklets" must be contained within the format packaging
	"Stickers" , to fit within the packaging without folds
Deluxe Edition (CD/DVD Sets)	
	A DVD may be packed with a CD or enhanced CD format
	A DVD must be directly related to the artist/brand in question and not previously available for purchase in its entirety as a separate product.
	A DVD may be shrink wrapped to a CD format or contained within standard CD/DVD packaging.
	In order to be combined with a standard CD format a CD/DVD set must feature 80% of the tracks featured on the standard CD format. (See Appendix 1, Figure 1)
	All CD/DVD sets must carry a unique catalogue number and barcode.
Deluxe DMD Formats	
	Maximum memory capacity for a Deluxe DMD is 5GB
	A Deluxe DMD may be combined with a Standard CD providing 80% of the tracks featured on the Standard CD format appear on the Deluxe DMD format. (See Appendix 1, Figure 1)

Added value multimedia content must be directly related to the artist/brand in question and not previously available for purchase in its entirety as a separate product.

All Deluxe DMDs must carry a unique catalogue number and barcode.

Deluxe Vinyl Formats

A Vinyl or LP release may contain a CD copy of same album

A Vinyl or LP release may contain a code (or alternative mechanic) giving access to a digital copy of the same album

Please note that the following are NOT eligible.

Any element not mentioned above and which has not been specifically approved by the OCC prior to release

11.0 Venue Sales

11.0	Live Venue Sales
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	Sales at Live Venues must follow the terms and conditions set out at Appendix 3.
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Appendix 1

This appendix forms part of the Chart Rules and is included to provide clarification of Section 4.0 Combining of Sales

Figure 1 – 80% Crossover Rule

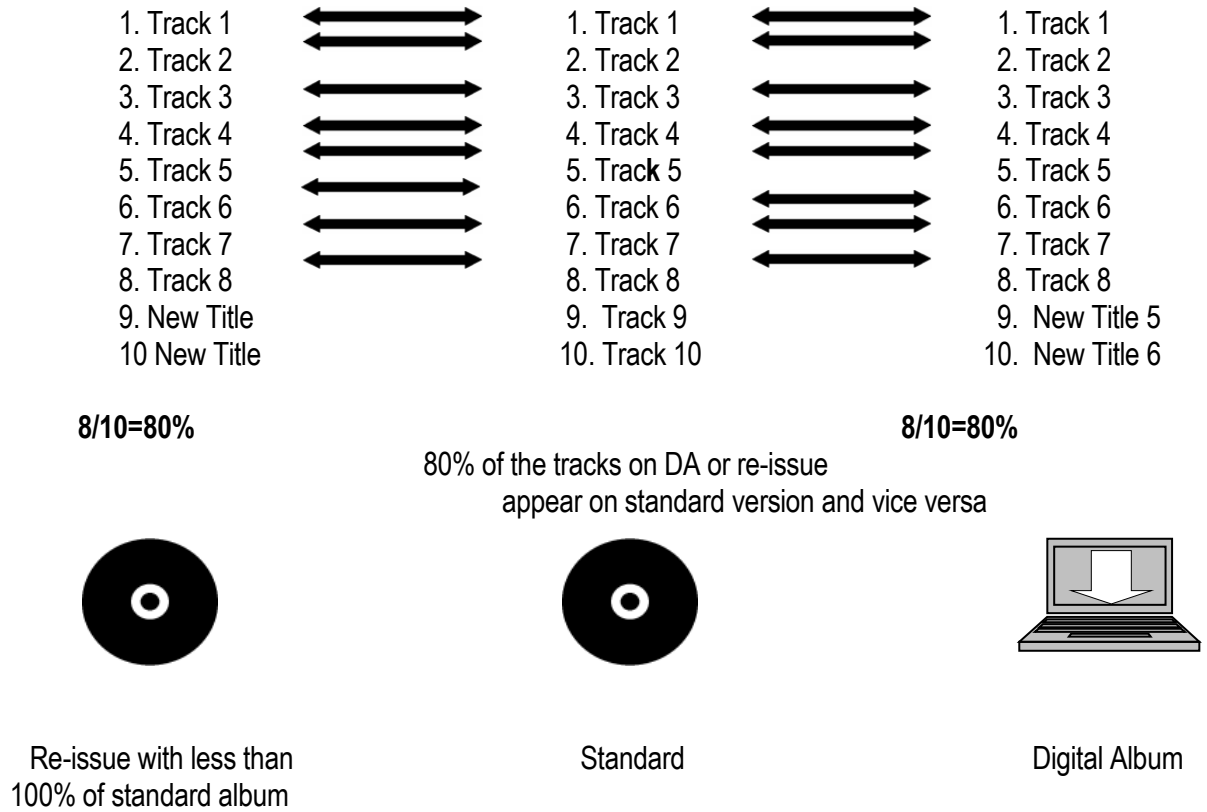
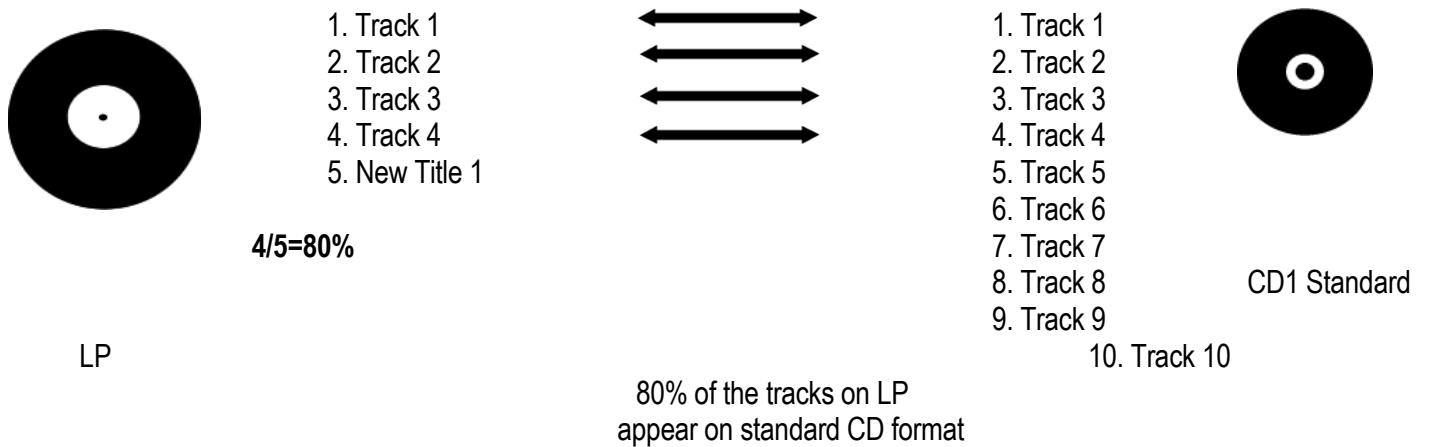


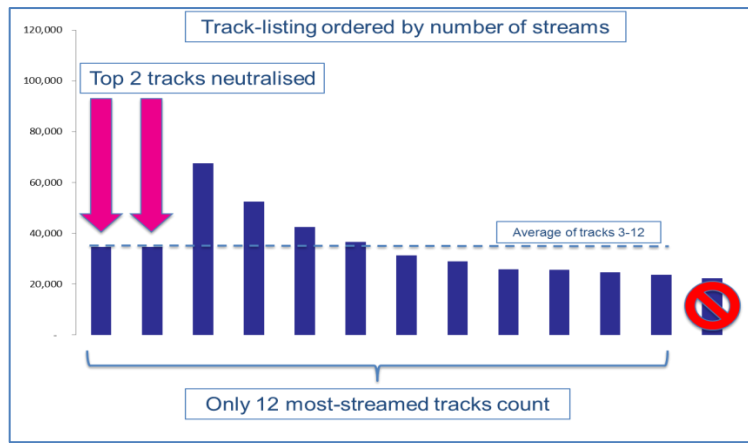
Figure 2 – LP 80% Rule



Additional Notes

When calculating 100% and 80% rules the following are to be excluded from calculations: Alternative tracks (including remixed, extended, live or demo versions of featured tracks), Videos, EPKs and Interviews.

Figure 3 – Album Streaming Methodology



Appendix 2

Official Chart Approval Process for Promotional Campaigns

Albums subject to promotional campaigns (including but not limited to Album and Merchandise Packages or Album and Ticket Bundles) (“**Promotions**”) must be pre-approved by OCC in accordance with the following approval process to ensure chart eligibility:

1. OCC must be notified by the label / retailer a minimum of 2 full working days before the Promotion is due to go live. This notice will be on a strictly confidential basis.
2. Label / retailer must provide the following “**Materials**” to OCC for approval a minimum of 1 full working day before the Promotion is due to go live:
 - screengrabs of **all** presentations of the Promotion; and
 - links to all websites / platforms offering the Promotion.

Label / retailer must inform OCC of any changes made to the Materials after they have been provided.

OCC is not responsible for opening links to the Promotion across different devices. It is the sole responsibility of the label / retailer to make OCC aware of any difference in presentation of the Promotion across platforms / devices and to include screen grabs of all the different presentations in the Materials. Presentations not identified to OCC are unapproved and potentially chart ineligible.

3. Approval has not been granted for a Promotion until OCC has informed the label / retailer in writing (email to suffice) that the Promotion is formally approved.
4. Any changes to the Promotion required by OCC must flow through to all presentations of the Promotion across all platforms / devices, where applicable.
5. Where a Promotion is reviewed by OCC after it has gone live, and adjustment(s) are required prior to approval being given, the album may only become chart eligible from the point that formal approval has been given. Any transactions made before this may be chart ineligible.
6. OCC’s verdict on chart eligibility or ineligibility is final.

APPENDIX 3

Lightning Live Ireland – Venue Sales Terms & Conditions

The following must be met for sales tracked using the Lightning Live mechanic to be eligible: *These requirements may be adjusted or augmented from time to time. Any changes to these requirements will be communicated immediately*

- The Official Charts will only count venue sales from labels where no more than 5 different album formats are being sold.
- Only product relating to the headline or support acts can be submitted via Lightning Live. Should the headline and support act be represented by differing labels/management, each act's representative should apply for their own Lightning Live account.
- There will be a fee per event – circa €50 (Payment will be taken as 45 GBP if paid by card over the phone)
 - Payment via AMEX will incur an additional 10% charge
- Payment must be received in full prior to the event taking place
- Official Charts will only accept sales that occur, and are reported via Lightning Live, during the chart week period of Friday through to Thursday. Sales should be inputted into Lightning Live immediately after the event or in any case, by 4 am the following morning. Sales shall only be included on the day that the transaction takes place. Kantar Millward Brown retain the right to quarantine sales and/or remove sales until they have been verified by receipt of the "Settlement Statement" which should be submitted by 12 noon on the day following the event/sales taking place.
- Lightning Live cannot be used to process sales that occur at libraries, public and private schools, offices and shopping centres. Please check with Official Charts up to 2 weeks prior to the event for confirmation that the venue and event is eligible.
- For use at Festivals please enquire Operations@officialcharts.com
- Lightning Live can only be used to track album purchases that occur within a live music venue. It cannot be used for pre-orders and must not be used in lieu of a chart reporting website
- Tour formats such as CD/Merchandise bundles may be subject to additional chart eligibility requirements; please contact chartrules@officialcharts.com
- Albums must be available on general sale in order to be eligible for reporting through Lightning: Live
- * Settlement Sheets* must be completed with appropriate management, venue and label representative sign off in order for the sales to be processed.
- Albums sold at concerts prior to the albums' release date must be reported when the product is in the consumer's possession. These sales will then attribute to the chart week in which the venue sale has taken place, and cannot be carried over to the week of release.
- Events that occur in a retail store (such as an in-store appearance) should be reported by the retail store if they are an existing chart reporting retailer, and are not be reported via Lightning Live
- Purchases made by one individual in bulk for redistribution or gifts are also ineligible venue sales and therefore will not be processed.
- Lightning Live account holders that attempt to fabricate venue sales will have their accounts cancelled with no refund, and with no further allowance for future use of the Lightning Live mechanic. The venue, management, label and Lightning Live account holder are joint and severally liable for confirming accuracy of sales. If found in breach of this rule each of these parties will no longer be eligible to submit sales via Lightning Live
- Kantar Millward Brown reserve the right to remove any sales data where supplementary audit information cannot be supplied. E.g. itemised till receipts, EPoS report

- In some instances Kantar Millward Brown may request supplementary audit information in advance of a Lightning Live account being issued. Suitable documentation for this purpose must be agreed in advance.
- Two (2) tickets/guestlist places must be available for Official Charts at any event where Lightning Live is being used for audit purposes. If individual names are required for guestlist, please contact operations@officialcharts.com

** Settlement Sheets*- To comprise of the Lightning Live Input and Follow up Confirmation Email cc-ing all relevant label, management and venue representatives. The email should be sent to MBUK-LightningLive@MillwardBrown.com AND operations@officialcharts.com .A scanned copy or a high resolution photograph from a Smart Phone of the audit or other pre-agreed documentation will suffice.*

Lightning Live – Venue Sales

Pre-Event Requirements

- Label, venue and management representatives must contact Official Charts with regards to the event(s) they wish to be considered eligible for Lightning Live. Official Charts must approve use of Lightning Live, including all pre-event information.
- A pre-event notification form is to be completed and returned to Official Charts by the sales promoter for approval; at least 2 week's prior to the event
- The pre-event notification form to include the following;
 - Event Details – Act, Date, Expected Attendance, Event Start & Finish Time, performance duration
 - Product Details – Act Name, Title, Barcode, Stock levels
 - Merchandise Seller Details – Name, Organisation, Contact Details
 - Venue Details – Venue Name, Location, Capacity, Full Address, Venue Manager's contact details
 - Management Representative – Management Co, Contact Name and Contact Details
 - Label Representative – Label, Contact Name and Contact Details
 - Lightning Live Account Holder – Representative to be nominated and details provided
- Once all pre-event notification documentation has been reviewed and deemed eligible the pre-event details will be supplied by Official Charts to Kantar Millward Brown and a Lightning Live account will be set up for the party responsible for reporting the sales. This can be the label, venue or management company representative. This should be done 5 working days before the event.
- The Lightning Live Account holder must set up the product and venue details within their account ahead of the event.

Post-Event Requirements

- Once the event has finished, the Lightning Live account holder is to input the sales that have taken place directly into Lightning Live immediately after the event or in any case by 4am the following morning.
- A post event email notification "settlement sheet" must be sent to MBUK-LightningLive@MillwardBrown.com AND operations@officialcharts.com with final sign off from the label, venue and/or management representative(s) confirming that the data included is correct. This email must include the following information by 12 Noon of the day following the event;
 - Act Name, Event Date, Venue Name, Location, Postcode, Quantity sold

Final Stage

- Kantar Millward Brown should receive the sales data transmitted via Lightning Live and, at their discretion, will include the sales for publication in the next Sales Flash or Charts. Kantar Millward Brown will also reserve the right to quarantine or remove the sales until they are in receipt of the “settlement sheet”. A delay in submitting the “settlement sheet” could lead to legitimate sales not being included in the audit. Sales can only be included for the day that the sales take place and in no event be carried over into a subsequent chart week.
- If any sales are incorrectly submitted and are deemed to be for the purpose of manipulating the charts or analysis, the Lightning Live account will be terminated and these sales will be removed. The venue, management, label and Lightning Live account holder will no longer be eligible to submit sales via Lightning Live for the Official Charts audit

PRE-EVENT REGISTRATION FORM

This pre-event notification form is to be completed and returned to Official Charts and Kantar Millward Brown by the sales promoter for approval at least 2 weeks prior to the event

OFFICIAL CHARTS

Operations@officialcharts.com

KANTAR MILLWARD BROWN

MBUK-LightningLive@MillwardBrown.com

ACT NAME:	
TOUR NAME:	

	LABEL	MANAGEMENT	LIGHTNING LIVE ACCOUNT HOLDER (person who will input sales)
ORGANISATION NAME			
CONTACT NAME			
CONTACT EMAIL			
CONTACT PHONE NO			

TITLE	ALBUM TITLE	ALBUM ARTIST	BARCODE	ADDITIONAL PRODUCT INFORMATION E.G SIGNED /
1				
2				
3				
4				

By submission of this form you confirm that you have read and accepted the Terms and Conditions of use of Lightning Live.

Lightning Live – Venue Sales

Post Event Email – Confirmation and Sign Off

From: Lightning Account Holder, copying label, venue and management representative to provide sign off

Recipients: MBUK-LightningLive@MillwardBrown.com AND operations@officialcharts.com

Subject: Lightning Live – Act – Venue – Date

Body of Email:

Act Name:	
Event Date:	
Venue Name:	
Location	
Postcode	
Product	
Quantity Sold	

As well as the information above, a scan or smartphone picture should be attached of the reconciliation sheet used (stock in/stock out) or any other form of supporting documentation as agreed with Official Charts prior to the event