



Duration:	10 weeks
Course:	Confidential Records
Instructor:	Anne-Marie Smith

Course Objective: How to effectively operate an independently owned record label using Confidential Records as a study guide. Students will be required to record songs, design artwork, manufacture, and promote an EP or album. There will be a showcase at the end of the AMP 3 term that the students will organize and execute as well as maintain the Confidential Records Quickbooks Online file. Students will also complete a FACTOR demo application and have the opportunity to intern for AMP3 Leader Lab where a completed resume and cover letter will be constructed in the course.

Bio: Anne-Marie attended Harris Institute majoring in production/engineering and was hired by Warner/Chappell Music Publishing in 1992 as the A&R Coordinator. She was promoted to Creative Manager two years later and signed various songwriters including Glenn Lewis, Kardinal Offishall, Jully Black & Saukrates to the company.

From 2010-2015, Anne-Marie was the Associate Producer at Clear Lake Historical Productions and worked on two documentaries entitled 'Jews and Baseball: An American Love Story' & 'AKA Doc Pomus'.

She currently teaches four courses for the Artist Management program at Harris Institute and two courses for Seneca College's Independent Professional Songwriter program and Independent Music Producer Program.

Anne-Marie owns Lonestar Music Services, which provides business support to various clients including Polaris Music Prize Inc., NXNE, USS, and Iskwé, and has held positions both on the Ontario Media Development Corporation (OMDC) Board of Directors and the Canadian Independent Recording and Production Association Board (CIRPA).

Week	Topic
1	Introduction, To Confidential Records
2	Internship Overview / Constructing your Resume
3	Interview Tactics – Assignment #1 Due
4	Confidential Records – Overview / Department Set up
5	Confidential Records – Open Mic Night – Profit & Loss Forecast
6	Confidential Records – Open Mic Night Preparation (First Confidential Records Meeting Held by A&R Department with Agenda)
7	Confidential Records – Open Mic Night Presentation – Assignment #2 Due
8	A&R Listening Session / Producer Pitch Introduction
9	FACTOR – Demo Grant Application Overview Part 1
10	FACTOR – Demo Grant Application Overview Part 2 – Assignment #3 Due
11	Confidential Records – Assignment #4 - Preparation
12	Confidential Records Presentation - Assignment #4 Due

Evaluation

Assignment #1 – Resume/Cover Letter/Internship Interview	25%
Assignment #2 – Open Mic Night – Department Reports	25%
Assignment #3 – FACTOR Demo Application	25%
Assignment #3 – Confidential Records – Final Presentation	25%
Total	100%