

DOCUMENTATION OF RELEASE AND COMMERCIAL AVAILABILITY

In 2016, the Board of Governors of the Hawai‘i Academy of Recording Arts (HARA) voted to require that all submissions for the Nā Hōkū Hanohano Awards include documentation of commercial availability of entries during the eligibility year. This document provides examples of ways in which you can provide such documentation

Digital Downloads

Established online retailers (CD Baby, iTunes, TuneCore, Amazon.com, Mele.com) will generally send an email or invoice to individuals or companies that upload content for sale on their music services. Copies of such emails or invoice may be submitted, provided that they include the date that the release is made available for purchase, not just the date on which the release is submitted to them.

Alternately, you may create a screenshot of the release, provided that it shows the release date or year, and includes the date that the screen shot is taken (as displayed by your operating system on its monitor).

Physical Product

The commercial availability of CD, DVD, and other physical releases may be provided in the form of: invoices or receipts of product by a “bricks and mortar” distributor or vendor, or an email from distributor or vendor confirming commercial availability of the release in the eligibility year. Alternately, you may fill out and submit the form below, and have it signed by a representative of the distributor or vendor.

CERTIFICATION OF RELEASE AND COMMERCIAL AVAILABILITY

Release Title: _____

Artist: _____

Distributor/Retailer: _____

Date Available for Purchase: _____

I confirm that the release shown above was released and available for purchase from my retail establishment or distributorship on the date shown above.

PRINT NAME

SIGNATURE

DATE