

# SATELLITE VENUE APPLICATION GUIDE: How to be a part of the 2024 Toronto Fringe Festival

## TIPS FOR USING THIS GUIDE

This is a lengthy and detailed document. We recommend viewing it with your NAVIGATION PANE open in your preferred PDF viewing app. This will let you jump to the section(s) you are interested in, as well as assist you in locating where you are in the Guide. You can also use the **Table of Contents** below to jump to each section.

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## WHAT IS THE TORONTO FRINGE FESTIVAL

The Toronto Fringe Festival is an annual 12-day long performing arts festival that provides an unjuried platform for artists to self-produce live shows. The first Toronto Fringe was in 1989, and 2024 will mark the 36<sup>th</sup> annual Fringe. Toronto Fringe is a member of the Canadian Association of Fringe Festivals and abides by its guidelines: artists are selected on a non-juried basis, they receive 100% of the ticket price revenue, artistic freedom is not interfered with or restrained, our festival strives to be an accessible opportunity for artists and patrons to participate, and we value inclusivity and diversity.

## HOW CAN YOU PARTICIPATE IN THE FRINGE

There are many ways to be involved at the Fringe. This guide is for applicants who wish to produce a show, for which there are three different ways to apply, outlined below. The Toronto Fringe programs an outdoor patio during the festival, with opportunities for performances and art installations, plus several youth and emerging arts worker focused programs that will have calls for participants in late spring. There are also numerous employment and volunteer opportunities to work for the festival.

To apply with a show, you can:

1. Apply to the lottery for a slot at one of the main performance venues, in the **Main Venue Category**. The Main Venue lottery was held December 4, 2023.
  - a. The majority of the festival is in Main Venue lottery slots. There are several different categories and venue sizes to select from during the lottery application process.
  - b. The main lottery is for artists who are planning on producing their shows in a conventional theatre space. The Festival provides the performance venues for this category and schedules each company up to 7 performances (or 8 performances in small venues and for KidsFest and Teen categories).
  - c. For full details about applying to the Main Venue Category please see the **Main Lottery Application Guide**.
2. Apply with a proposal for a non-conventional performance venue in the **Unconventional Venue Category**, which is programmed on a **first-come, first-served basis**. Applications for UVC opened December 5.
  - a. There are limited slots in this category.
  - b. Participants apply with a venue (either with a confirmed venue, or in the process of confirming) the Festival does not intervene in any rental agreement. The venue cannot be a conventional theatre. A conventional theatre is considered any space that has been designed explicitly for theatre performance.
  - c. Applications must demonstrate that the work cannot be produced in a conventional, traditional theatre, and is uniquely tied to the space.
  - d. Submitted applications will be placed in the queue only if they are complete.
3. Apply to a **Satellite Venue**
  - a. New in 2024, the Festival will license additional traditional theatre venues as Satellite Venues to present shows as part of the Toronto Fringe Festival.

- b. Artists in this category will enter into a venue agreement with the venue in addition to an agreement with the festival. There will also be participant fees due to both the venue and the festival.
- c. These venues are programmed through a non-curated selection process, either a lottery or a first come first served process, determined by the festival and the venue.
- d. The 2024 application and selection process for Satellite Venues will take place in January 2024.

## WHO CAN APPLY TO PRODUCE A SHOW

Anybody can apply with a show to the Festival – absolute amateur to established professionals, and local, national and international participants are welcome. The individual applying is referred to as the **MAIN ADMIN CONTACT** and is considered by the Fringe Festival to be the primary producer of the show. The MAIN ADMIN CONTACT enters a binding agreement with the Festival upon acceptance of a show slot (in all of the categories). You must provide a company name at the time of application, and this name cannot be changed at any time thereafter. You will also need to provide a secondary contact – this doesn't necessarily need to be someone critical to the creation or producing of your show, but they can be. They will be contacted if the Festival is unable to reach the Main Admin Contact with critical information or questions about their application and/or event.

The show you apply with can be anything you want – the festival will never intervene artistically (as long as no laws or Festival policies are being broken). Dance, drama, comedy, digital, immersive, solo, musical, for kids, for teens – you name it, you can probably produce a Fringe show about it. The Festival also encourages and has resources to support participants to include and increase accessibility measures in your shows.

## WHAT DOES THE FESTIVAL PROVIDE PARTICIPANTS

The Toronto Fringe provides a showcase platform in a cherished cultural event and indie mainstay with over 3 decades of buzz. For all participants in the festival, Toronto Fringe prints a program guide with a listing for each show, as well as a full show listing page on our website, [fringetoronto.com](http://fringetoronto.com). We market and promote the festival as a whole through our social media outreach, publicity and advertisements. Toronto Fringe also provides all ticketing and box office systems, all patron services and all front of house staff for all the venues and shows, and sets the patron services policies for the Festival. In the Main Venue and Satellite Venue categories, Venue and technicians are provided by the Festival. In the Unconventional Venue Category, venue and technicians are provided by the participant. We set the ticket price as well as any discounts or multi-show passes. The price for a single adult ticket will be a minimum \$15 CAD, plus any ticketing fees.

For all participants Toronto Fringe provides producing support through mentorship, guides and resource documents, seminars, and peer-to-peer support.

## WHAT ARE PARTICIPANTS RESPONSIBLE FOR?

In all categories, the participant is self-producing a full show and is responsible for all costs associated with that (e.g. artists, designers, production team and additional production fees, set/costume/props, licensing or royalty fees, rehearsal space, independent marketing), plus creating the show itself.

Unconventional Venue Category, participants are also responsible for all venue, technical, and technician fees. In the Satellite Venue Category, participants are also responsible for venue fees and any other fees that are set by each of the Satellite Venues.

## KEY APPLICATION DATES

Main Venue Category lottery applications open	November 13, 2023
Unconventional Venue pre-approval proposals open	November 21, 2023
Main Venue Category lottery applications close	November 29, 2023, 11:59pm ET
Unconventional Venue pre-approval proposals close	December 1, 2023
Main Venue Category Lottery Draw	December 4, 2023, 8pm ET
Unconventional Venue Category Applications Open	December 5, 2023
Unconventional Venue Category Applications Close	January 31, 2024
Satellite Venue Category Applications Open	Mid-January 2024
Satellite Venue Category Applications Close	February 5 <sup>th</sup> , 2024
Satellite Venue Category Selection (either lottery or first come first served)	Week of February 5 <sup>th</sup> , 2024

## SATELLITE VENUE CATEGORY

### WHAT IS IT

The Toronto Fringe Satellite Venue Category is a new category for the 2024 Toronto Fringe Festival where the Festival will bring on one or more traditional theatre venues, in addition to the Main Venues, to present a multitude of shows as part of the Toronto Fringe Festival. This category is ideal for producers who may not have been drawn in the Main Venue lottery category, but whose shows would still be best suited for a conventional theatre space.

Satellite Venues are partnerships between the Toronto Fringe and the Satellite Venue, and participants who are selected in this category enter into an agreement with both the Toronto Fringe and their Satellite Venue. This category is not BYOV. If you are interested in bringing a venue to the festival, please investigate the Unconventional Category.

The Festival will administer a non-curated selection process (lottery OR first-come, first served) for each venue in the Satellite Venue Category. This will take place after the main venues category lottery is drawn on December 4, 2023. The Satellite Venue may request that shows that express interest in their venue have some degree of alignment with their artistic mandate.

## HOW DOES IT WORK

In this category, it is at the discretion of the venue to determine how many shows they will accept and the number of performances they will offer. Shows who are accepted into this category will pay an administrative fee to the Toronto Fringe Festival and a Venue Fee to the Satellite Venue.

Each Satellite Venue is responsible for providing a fully equipped theatre that provides the following: a festival lighting plot, standard playback system, dressing rooms (strongly encouraged to be fully accessible, or have alternative options if not), and technical labour required to set up the space, load in and tech all shows, and operate all performances.

The Festival provides all Front of House and Box Office services and manages the Patron Services systems, along with the rest of the festival. The patron services and ticketing policies are set by the Festival, as well as ticket prices and fees. Tickets are sold as general admission.

All participants in this category will be included on the website and program listings. Performance scheduling will be at the festival's discretion, in collaboration with each Satellite Venue.

There may be specific requirements and or limitations to each Satellite Venue, please review the requirements listed in this guide and on Eventotron carefully to ensure you fully understand the requirements and fees associated with the venue you are applying for.

## HOW TO APPLY

Applications must be submitted through Eventotron, the festival management portal. If you require an alternative method or support in submitting your application, contact Associate Producer Suzanne Wilkie at [suzanne@fringetoronto.com](mailto:suzanne@fringetoronto.com) or by phone at 416-966-1062 ext 228.

- In a web browser, go to [eventotron.com](http://eventotron.com)
- If you have not previously applied to a Toronto Fringe festival, you will need to **sign-up** for a new account. The email you use here to create an account is what we will use to contact you with any information about your application.
- Search for our festival in the Festivals & Seasons – **2024 Toronto Fringe Festival**
- Click APPLY.
- Select "I'm creating a new event" and enter an event title. Click NEXT.

Your Event title is the title of your show. It can change later in the process if you are accepted into the Festival. Please note "TBD", "TBC", "Untitled" will not be accepted as an Event title. The application must be completely filled out before submitting.

Participants may apply to more than one Satellite Venue as long as their application meets any requirements set by the venue. However, they may only accept one slot. If a participant is selected for both Satellite Venues, they will be required to choose which slot they would like to keep. For venue requirements, please refer to **APPENDIX B** at the end of this guide.

If you want to see all the questions that will appear on the form, check out **APPENDIX A** at the end of this Guide.

NOTE: the application form on Eventotron should autosave as you fill it out. To be sure information is not lost, click out of the field you have edited and look for a blue SAVING icon turn to green and say SAVED in the top right corner. You can start filling out your application and submit it at a later time. When you click APPLY, select "My event is already in Eventotron" instead of a new one, and select your existing application from the drop down menu.

## WHAT HAPPENS IF YOUR SATELLITE VENUE CATEGORY APPLICATION IS APPROVED

If your application is selected for one of the Satellite Venues, you will be contacted by the Toronto Fringe Festival via email in early February. If you choose to accept your slot, the administration fee will be due by February 29<sup>th</sup>, 2024 and you will be connected with your Venue to pay the Venue Fee.

## FEE BREAKDOWN

### Application Fee:

- The application fee for the Satellite Venue Category is PWYW \$5/ \$15 / \$20 / \$25 CAD (non-refundable)
- Submitted at the time of application (can pay online with a credit card, by mail with a cheque, or with cash in-person)

### Participant Fee:

- **Part 1: Administration Fee**
  - There is a \$500 CAD Administration Fee due to the festival by February 29, 2024
  - Paid through Eventotron or by Cheque/Cash
- **Part 2: Venue Fee**
  - There is a venue fee that will be due to the Satellite Venue, please see Appendix B for what each of the venue fees will be
  - The venue fee payment is determined by each Satellite Venue. The venue may require the full fee to be paid upon acceptance, and we recommend you be prepared for that.
  - Paid directly to the venue (details to be provided to successful applicants)

## COVID-19 POLICIES AT THE TORONTO FRINGE FESTIVAL

If you accept a slot in the Festival, you are responsible for abiding by all of Toronto Fringe's policies, including any health and safety policies in place to mitigate the spread of COVID-19. As of November 1, 2022, the Toronto Fringe does not require any party to provide proof of vaccination for entry or participation. Additional public safety measures such as masking indoors and pre-entry health screening may be required at the Festival's discretion. If any venues which the Festival occupies has additional COVID-19 policies that exceed the Toronto Fringe's, they will supersede the existing Fringe policies.

## ANYTHING ELSE YOU MAY NEED TO KNOW

Participants may not accept more than one slot in the Fringe Festival; if an applicant has been successful in either the Main Venue Category lottery or the Unconventional Venue Category, they will not be permitted

to apply for the Satellite Venue Category. If you are successful in your application for more than one Satellite Venue, you will be asked to choose which slot you would like to keep.

Signing up to participate in a Fringe Festival is signing up to join a dynamic, diverse, beautiful community of independent artists and creators whose stories reflect and shape our society. Welcome!

## **HELP WITH YOUR APPLICATION TO THE TORONTO FRINGE FESTIVAL**

If you have any questions about the Toronto Fringe Festival, or if you require assistance at any point in the application process, please contact Suzanne Wilkie, Associate Producer.

By email at [suzanne@fringetoronto.com](mailto:suzanne@fringetoronto.com)

By phone at 416 966 1062 ext 228

APPENDIX A – Satellite Venue Category Application Questions

1. **Main Admin Contact Name**

To edit the main admin contact details, click on the blue head icon to the right of the text field. The address of the Main Admin Contact will be used to confirm the category in the Main Venue lottery.

**The main admin is the primary person the** Festival will contact about your application and event. You may not submit more than one application to the Fringe. Please note the following rules:

- The Company Name and Main Admin Contact cannot be changed once submitted.
- The Main contact of a company cannot be the Main contact for a second company in the festival.
- If an individual/company submits more than one application to the same venue in the Satellite Venue Category, the first will be considered and all subsequent applications will be removed
  - An individual/company may opt to be included in the selection process for multiple Satellite Venues
- If the Main Admin Contact cannot continue with a production, we reserve the right to withdraw it from the Festival.
- You may not accept more than one show slot, including Main Venue and Unconventional Venue categories and Satellite Venue. If you are successful in more than one category, or more than one venue in the Satellite Venue category, you will be asked to choose one slot.

2. **Secondary Admin Contact**

**Please include their name,** email and phone number.

The festival will contact this person if they are unable to reach the Main Admin Contact with critical information or questions about their application or event. They will not automatically be considered a member of the producing team, nor will they be added to the festival mailing list for updates and key information. They can request to be added at a later date.

Click the text box, enter the contact’s email address, then click “Add Contact.” You will now input your secondary contact’s First and Last Name, as well as their phone number and email. The Secondary Contact may not be changed once your application is submitted. Please double check this info before clicking “Save.”

3. **Company Name**

This will be credited as the Producing Company in the Fringe Program Guide and printed materials. **THIS NAME CANNOT BE CHANGED ONCE THE APPLICATION IS SUBMITTED.**

4. **Is this your first time applying to the Toronto Fringe?**
5. **Have you participated in any other CAFF festival before?**



6. **Check box – confirm that you have read the 2024 Participation Policies and agree to the terms within.**
7. **Which category are you applying to? (Select Satellite Venue category)**
8. **Which venue are you applying to? (You may select one or more of the Satellite Venues, provided you are eligible)**
9. **How many performances would you like?**
10. **What show slot are you applying for (select either 60 or 90 minutes.)**
11. **How will you pay the application fee?** The fee is PWYC (\$5/\$15/\$20/\$25) You have the option of paying online via credit card, by cheque or cash.
12. **Select the application fee you would like to pay?** Please select the price tier that works best for you.

If you chose to pay by credit card, you will automatically be directed to an online payment screen. If you selected any of the other options, including opting to not pay the application fee, you can proceed directly to submitting your application.

## **APPENDIX B – Satellite Venue Options**

The following are the confirmed Satellite Venue Options as of January 2024.

### **ALUMNAE THEATRE**

#### **Venue Details**

Capacity: 138

Address: 70 Berkeley Street

Approximate stage size: 32'6" wide x 26'4" deep, with crossover, 2 legs. Grid height 16'.

Description: proscenium, stage is raised, curved apron. Seating is raked, fixed.

Access for performers/crew: stage and dressing rooms do not have barrier free access; tech booth is accessed by stairs on second floor

Show slots: up to 6 productions

Load in and technical dates: July 1-4th, 2024

Performance Dates: July 5- July 14th, 2024

Patron's Pick Performance: July 14<sup>th</sup>, 2024

#### **Venue Fees**

The venue fee and damage deposit are payable to the Alumnae Theatre, who will set up a contract with each company. A minimum of 50% of the fee and the damage deposit are due upon accepting the slot. The remainder of the fee is due by March 15, 2024.

Please note that the venue fee listed below does not include the administrative fee due to the Toronto Fringe Festival.

60-minute performances: \$ 1500 CAD

90-minute performances: \$ 1800 CAD

Refundable damage deposit: \$ 100 CAD

#### **Withdrawal Policy**

Any company who withdraws on, or before March 15, 2024 is eligible to receive a refund of 100% of their participant fee. If a company withdraws after March 15, 2024, they will forfeit 100% of their participant fee, and will receive a refund of the \$100 damage deposit.

#### **Venue Requirements**

Alumnae Theatre is accepting applications from any show that is interested in performing at their theatre and will accept both 90- and 60-minute shows.

#### **Lottery**

This Venue will be programmed through a general lottery.

## **NATIVE EARTH'S AKI STUDIO**

### **Venue Details**

Capacity: 118

Address: 585 Dundas Street E, at Native Earth Performing Arts(inside the Daniels Spectrum Centre)

Approximate stage size: 32' wide x 23' deep, with crossover. Grid height

Description: end stage, stage is level. Seating is loose chairs on risers

Access for performers/crew: tech booth is accessed by stairs

Show slots: up to 6 productions

Load in and technical dates: June 25, 2024- July 3, 2024

Performance Dates: July 3-14<sup>th</sup>

Patron's Pick Performance: July 14<sup>th</sup>, 2024

### **Venue Fees**

The venue fee is payable directly to Native Earth's Aki Studio who will set up a contract with each company.

For participants drawn for this venue, 50% of the fee will be due no later than February 19<sup>th</sup>, 2024. The remainder of the fee will be due by March 3, 2024.

Venue Fee: \$1350 CAD

### **Withdrawal Policy**

Any company who withdraws on, or before March 3, 2024, is eligible to receive a refund of 100% of their participant fee. If a company withdraws on or before May 3<sup>rd</sup>, 2024, they will receive a refund of 50% of the Venue Fee. Any company who withdraws after May 3, 2024 will forfeit 100% of their participant fee.

### **Venue Requirements**

Native Earth's Aki Studio is accepting applications from any show that is interested in performing at their theatre and will accept only 60-minute shows.

### **Lottery**

This venue will be programmed through a two-phase lottery draw. 50% of the slots available at Aki Studio will be reserved for participants who are Indigenous, Black or People of Colour. This draw will be held in two phases

- PHASE ONE: Applicants who identify as Black, Indigenous, or a Person of Colour will be entered into the draw exclusively for the first 50% of all available slots in the category. •
- PHASE TWO: Once at least 50% of total slots are filled by BIPOC applicants, or if no more IBPOC applicants remain to draw from (whichever occurs first), the remaining slots will be drawn from all applicants in the category.

The Main Admin Contact is considered the individual applying who must identify as IBPOC for the application to be included in the first drawing phase. We strongly encourage that applicants who select this also commit to at least half or more of their creative and performance team identifying as IBPOC as well.

**Other Venue Information**

- Each show will receive a schedule of 7 performances (unless less are requested by the Company)
- Each show will receive 6 hours of tech time.