

APPLICATION GUIDE: How to be a part of the 2023 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 a platform for artists to self-produce live shows. It is unjuried and uncensored. The first Toronto Fringe was in 1989, and 2023 will mark the 35th annual Fringe. Toronto Fringe is a member of the Canadian Association of Fringe Festivals, and abides by its tenets: 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 two main ways to apply. However, the Toronto Fringe also programs an outdoor patio during the festival which has opportunities for performances or art installations, plus a number of 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**
 - a. The majority of the festival is in Main Venue 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 (in small venues and for KidsFest, up to 8 performances)
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.
 - a. There are limited slots in this category, and two streams available to choose from: Physical Venues and Non-Physical Venues.
 - b. Participants apply with a venue, the Festival does not intervene in any rental agreement. The venue cannot be a conventional theatre.
 - c. Applications must demonstrate that the work cannot be produced in a conventional, traditional theatre, but are uniquely tied to the space and/or presentation format.
 - d. Submitted applications will be placed in the queue only if they are complete.

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, and enter a binding agreement with the Festival upon acceptance of a show slot. 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 can apply with can be anything you want – the festival will never intervene artistically (as long as no laws are being broken, or Festival policies). 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 the main venue participants, the Fringe provides the performance venues which will present up to 9 shows in rep each, equipped with a basic lighting plot, sound playback system, a small storage space and technical and front of house staff and support. 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. 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 policies and staff for all of the venues and shows. We set the ticket price as well as any discounts or multi-show passes. The price for a single adult ticket is \$12 CAD, plus a \$2 service fee.

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

What are participants responsible for

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

Key Application Dates

Main Venue Category lottery applications open	November 1, 2022
Unconventional Venue pre-approval proposals open (optional)	November 1, 2022
Unconventional Venue pre-approval proposals close	November 25, 2022
Unconventional Venue Category applications open	December 5, 2022, 3pm ET
Main Venue Category lottery applications close	December 8, 2022, 11:59pm ET
Main Venue Category Lottery Draw	December 13, 2022, 8pm ET
Deadline to accept Main Venue slot if drawn and pay deposit	December 22, 2022

Costs

Cost to apply to either Main Venue or Unconventional Venue Category: \$10 CAD (non-refundable)

Main Venue Category:

Large Venues tier: \$800 CAD

Medium Venues Tier: \$780 CAD

Small Venues Tier: \$760 CAD

KidsFest category: \$700 CAD

Unconventional Venue Category:

Minimum deposit: \$500 CAD

Plus additional fee calculated as: total ticket capacity x 0.24¹

(e.g. total tickets for all performances is 300. Fee is 300 x 0.24 = \$72. Total for slot is \$500+\$72 = \$572 CAD)

If the fees are a barrier, please reach out to us. You can contact Suzanne Wilkie, our Associate Producer, at suzanne@fringetoronto.com, or 416 966 1062 ext 228.

Apply to the Main Venue Category Lottery

HOW DOES THE LOTTERY WORK

As a non-juried festival, the Toronto Fringe selects shows at random in a lottery draw to program the festival's slots in main performance venues. For the 2023 Toronto Fringe Festival, this draw will take in person at the Tranzac Club on December 13th, 2022. In line with all other Fringe Festivals in Canada, The Toronto Fringe does not evaluate the artistic merit of applicants, or the viability of the work – all applicants have the same chance of earning a show slot as the rest of their category.

An individual can apply to the lottery only once, this is the Main Admin Contact. You must provide a company name at the time of application, and this name cannot be changed at any time thereafter. You must select one category to be drawn from, and select a max duration. The Toronto Fringe offers multiple main categories to which to apply to, based on the permanent residence of the applicant, duration of show, age demographic of audience, or performance genre. Main venue slots are programmed at conventional theatre spaces which range in size from solo spaces to theatres that seat over 200. You must also select which venue tier you require (does not apply to KidsFest or Teen category). Finally, our lottery is drawn in two phases, in order to ensure at least 50% of participants are Indigenous, Black, or People of Colour. You can indicate that you should be included in the first phase of the draw on the application form.

Once applications close, unique lottery numbers are assigned to every applicant based on your category. These will be posted to your event application in Eventotron, and an email notification will be sent out. The full list of applicants will also be posted on fringetoronto.com

There are a set number of Main Venue slots available in the festival, and they are approximately allocated in the following amounts: 10% international participants, 10% national participants, 80% Ontario participants.

All categories will be drawn on December 13, 2022. Each category will be drawn in three venue tiers, in two phases per tier. Where there are 5 or less slots available, the category will be pulled from an all-tier draw, and the venue size slot will be determined by the selected company. Where there are also 2 or less slots available, the category will be drawn in a single phase from a General draw. Shows will be assigned to a specific venue at a later date the discretion of the Festival. All shows will be scheduled for up to 7 performances by the Festival, spread over the 12 days of the festival. Shows in small venues and in the KidsFest and Teen category will be scheduled for up to 8 performances.

¹ The coefficient of 0.24 is derived from calculating 2% of the total gross revenue potential based on total tickets available. Total gross revenue potential is total tickets for all performances multiplied by \$12, which is the price of a single adult ticket. The full equation is: fee = total tickets x 12 x 0.02, which is the same as fee = total tickets x 0.24. "Ow my noggin!" See 'What happens if your UVC application is approved' for full detail.

LOTTERY CATEGORIES

ONTARIO 45-60min / 75-90min

- Main Admin Contact has landed immigrant status, permanent residency, or Canadian citizenship
- Main Admin Contact's permanent address is in the province of Ontario, Canada.
- The show slot offered has time constraints of either:
 - Show duration cannot exceed 60 minutes and is not less than 45 minutes or
 - Show duration cannot exceed 90 minutes and is not less than 75 minutes.
- All single tickets are sold at general admission price.

NATIONAL 45-60min / 75-90min

- Main Admin Contact has landed immigrant status, permanent residency, or Canadian citizenship
- Main Admin Contact's permanent address is in Canada (exclusive of Ontario).
- The show slot offered has time constraints of either:
 - Show duration cannot exceed 60 minutes and is not less than 45 minutes or
 - Show duration cannot exceed 90 minutes and is not less than 75 minutes.
- All single tickets are sold at general admission price.

INTERNATIONAL 45-60min / 75-90min

- Main Admin Contact's citizenship is non-Canadian. This category does not include Canadians with dual citizenship.
- The show slot offered has time constraints of either:
 - Show duration cannot exceed 60 minutes and is not less than 45 minutes or
 - Show duration cannot exceed 90 minutes and is not less than 75 minutes.
- All single tickets are sold at general admission price.

DANCE

- Dance/physical movement must be the primary method of storytelling for the show.
- The show duration cannot exceed 60 minutes and is not less than 45 minutes.
- All single tickets are sold at general admission price.

KIDSFEST

- The show must feature work for children (ages 12 and under) and their families.
- A brief show synopsis is required with application to this category.
- The show duration cannot exceed 60 minutes and is not less than 30 minutes.
- The venue is pre-allotted. The KidsFest slots will take place at St. Vladimir Theatre.
- Single tickets may be sold at general admission price or child price (\$6, ages 12 and under)

TEEN

- The show must feature work specifically for and/or by youth between ages 13-18 years.
- Main Admin Contact has landed immigrant status, permanent residency, or Canadian citizenship
- Main Admin Contact's permanent address is in the province of Ontario, Canada
- A brief show synopsis is required with application to this category.
- The show duration cannot exceed 60 minutes and is not less than 45 minutes.

- The venue is pre-allotted. The Teen slots will take place at St. Vladimir Theatre.
- All single tickets are sold at general admission price or youth price (\$8 ages 13-18)

SENIOR

- The main admin contact must be 60+ years old, or the show must feature work specifically created by adults that are 60+ years old. At least 50% of the company (i.e. cast, creative team, key producing roles) must be 60+ years old.
- Main Admin Contact has landed immigrant status, permanent residency, or Canadian citizenship
- Main Admin Contact's permanent address is in the province of Ontario, Canada
- The show duration cannot exceed 60 minutes and is not less than 45 minutes.
- All single tickets are sold at general admission price.

VENUE TIERS

New this year, main venue slots will be pre-allocated to one of three venue size tiers. This is to ensure our festival is the right size for the shows that are drawn, and each show will be placed in a venue that is the correct size it requires. Main Venues are indoor, and at the time of writing this Guide, will be sold at 100% house capacity². The total number of main venue slots in each venue tier are determined by the venues in the festival. There are three tiers. Where confirmed, we've listed venues in each tier below, and we will update this guide as additional venues are confirmed. A full appendix with more detail about main venues can be found at the end of this Guide ([Appendix A – Main Venues Index](#)).

LARGE VENUES

- Seating capacity of 150 or more
- 30 to 40 slots will be in large venues
- Shows will receive a max of 7 performances
- Participant fee is \$800 CAD
- This tier includes:
 - Tarragon Theatre Mainspace (capacity 205)
 - Al Green Theatre (capacity 199)
 - Theatre Passe Muraille Mainspace (capacity 185)
 - Factory Theatre Mainspace (capacity 200)
 - Streetcar Crowsnest Guloien Theatre (capacity 190)

MEDIUM VENUES

- Seating capacity of 80-149
- 30 to 40 slots will be in medium venues
- Shows will receive a max of 7 performances
- Participant fee is \$780 CAD
- This tier includes:
 - Tarragon Theatre Extraspace (capacity 108)
 - Helen Phelan Gardiner Playhouse (capacity 90)
 - Factory Theatre Studio (capacity 86)

² See the section "COVID-19 Policies at the Toronto Fringe Festival" for more detail. Toronto Fringe will follow guidelines and bylaws as set by municipal and provincial ministries with regards to public health and the prevention of the spread of COVID-19.

- Native Earth's Aki Studio (capacity 115)
- Alumnae Theatre (capacity 138)

SMALL VENUES

- Seating capacity 79 or less
- 20-24 slots will be in small venues
- Shows will receive a max of 8 performances
- Participant fee is \$760 CAD
- This tier includes:
 - Tarragon Theatre Solo Room (capacity 55)
 - Theatre Passe Muraille Backspace (capacity 51)
 - Streetcar Crowsnest Studio Theatre (capacity 75)

In each category slots will be drawn for an allotted number in each venue tier. Where there are 5 or less slots available in a category, events will be drawn from an all-tier draw, and the venue size slot will be determined by the selected company. KidsFest and Teen category slots are pre-allotted to a venue by the Festival. Senior, Dance categories will be pulled from an all-tier draw, and the venue size slot will be determined by the selected company.

If you are drawn, you will not be able to change your venue tier at a later date. Use the **Main Venue Index** in this guide to determine which tier is best suited for the size and scale of your show.

TWO-PHASE LOTTERY

Toronto Fringe commits to reserving at least 50% of available Fringe slots in the Main Lottery for participants who are Indigenous, Black or People of Colour. The two-phase lottery draw is a measure we've implemented to deliberately strengthen equity at the Festival.

When we hold the 2023 Lottery, each category's draw will have 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.

Categories which have less than 2 available slots for the lottery will be pulled from a general draw. Categories which have an odd number of slots will include the swing slot in the first phase of the draw.

HOW TO APPLY TO THE LOTTERY

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 or by phone at 416-966-1062 ext 228.

- In a web browser, go to 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 – **2023 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.

If you want to see all of the questions that will appear on the form, check out [APPENDIX B](#) at the end of this Guide.

NOTE: Your form 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.

HOW TO PAY THE APPLICATION FEE

Once you have filled out the entire application form, you are ready to submit it and pay the application fee. You can select to pay online with a credit card, by cheque, or in person with cash. The application fee is non-refundable.

- Online: Visa or Mastercard only
- By cheque: made out to The Fringe of Toronto Theatre Festival and sent to
100 Broadview Avenue, Suite 322
Toronto, ON
M4M 3H3
- In person with cash at 100 Broadview Avenue, Suite 322, Monday-Friday, 10:00am-5:00pm
If you select this option, please e-mail suzanne@fringetoronto.com to arrange a time to drop by the Fringe office.

WHAT HAPPENS IF YOU ARE DRAWN IN YOUR CATEGORY

If your number is drawn on December 13, you’ll be offered a slot in the Festival! The draw will be livestreamed, and results will be posted to fringetoronto.com by the end of the following day. All applicants who were drawn will be contacted by email. To accept the slot, you’ll need to pay the Participant Fee, and you’ll be sent detailed instructions to do so. The deadline to pay and confirm your acceptance of the slot is December 22, 2022. If you decide not to accept the slot, you can forfeit it and we will reach out to the first company on the waitlist in the correct category.

Once you’ve paid the fee, you’re in! If you need to withdraw for any reason, you are eligible to receive 100% of the Participant Fee refunded if you withdraw by January 9, 2023. There will be a \$10 CAD administrative processing fee for any refunds. If you withdraw after January 9 but by April 1, 2023, you are eligible to receive 50% of the Participant Fee refunded. After April 1, 2023 you will forfeit 100% of the Participant Fee.

HOW DOES THE WAITLIST WORK

A waitlist will draw for every category in the Main Venue lottery on December 13. These numbers will be drawn from a general draw, unconditional of phase or venue tier. If a company that was offered a slot in a category withdraws, the Festival will reach out to the first applicant on that waitlist. If that applicant is unable to accept it due to the venue size, they can remain on the list, and the Festival will move to the next applicant on the waitlist. You can withdraw from the waitlist at any time, and no fees are owed until you are offered and accept a slot. The Festival will cease offering slots to the waitlist after June 23, 2023.

Apply to the Unconventional Venue Category

WHAT IS IT

The Toronto Fringe Unconventional Venue Category is an expansion of the formerly named Site Specific Category, to acknowledge the alternative forms of performance art that seek the Fringe platform to reach audiences. This category is for companies who wish to produce a show that cannot be presented in a conventional theatre venue, and is inclusive of digital/virtual/non-physical events, as well as any accessible space within the City of Toronto. Companies exploring non-traditional audience and ticketing relationships may apply to this category; the Fringe is open to exploring if and how this festival is able to support your production and presentation format.

Applications must demonstrate that the work cannot be produced in a conventional, traditional theatre, but are uniquely tied to the space and/or presentation format. More than one application with the same venue/site will not be accepted.

Slots in this category are filled on a first-come, first-served basis, separate from the Main Venue Category lottery. Applications remain open until all slots are filled. A slot is not confirmed until the participant fee is paid. Participant fees are scaled according to the max potential ticket capacity the production will offer over the 12 days of the festival.

UNCONVENTIONAL VENUE STREAMS

PHYSICAL VENUE STREAM

- The performance starts at a geographically specific location, audiences attend the performance in-person.
- Applicants apply with a venue; the festival does not intervene in the occupancy agreement.
- Applicants are responsible for all costs associated with securing and setting up the venue, including any technical support. If there are any City of Toronto permits³ required for the proposed activity on the site, the applicant is responsible for obtaining all required permissions if they accept a slot in the festival. Applicants will need to demonstrate a reasonable plan to obtain all permissions and permits, and will need to submit them to the Festival by April 2023.
- The venue cannot be a conventional theatre facility (such as any venue in our Main Venue Category). It must be in the geographical limits of the City of Toronto, and accessible by TTC.

³ Please note that the City of Toronto will not issue permits for events in public parks that require a ticket for admission. Outdoor events will need to meet certain conditions to be able to be performed in a park, or will need to take place on private property. The process to obtain appropriate permits or permissions is lengthy, start as early as possible.

- The venue must meet Toronto Fringe requirements for physical accessibility for patrons.
- The venue must be safe to the general public.
- The venue must be able to offer secure storage for Festival staff to store Front of House supplies, which they will need to access at least 90 minutes before the performance.
- The seating capacity per performance will be capped at 250.
- The space should be integral to the success of the work.
- There are 5 slots available in this stream.

NON-PHYSICAL VENUE STREAM

- Audiences attend the performance remotely from where they are via an electronic or telecommunication device (computer, telephone, virtual reality headset).
- Applicants apply with a proposed site/platform; they must demonstrate ownership or the ability to securely license the required server, and are responsible for any costs associated with securing the required platform. They must demonstrate that the site/platform is secure and keeps any patron data private and secure.
- Applicants are responsible for all costs associated with any technical support required to set up and/or run the performance event.
- Toronto Fringe Patron Services staff will need to be able to access the platform and have admin/moderator status to admit ticket holders, and provide patron support.
- There are 3 slots available in this stream.

HOW DOES IT WORK

In this category, you bring the venue (in-person or virtual), you set up all of the technical requirements, and you determine the performance schedule. All performances must take place between July 5-16, 2023 inclusive. The Festival reserves the right to adjust the performance of all shows in the festival as may be required. There is no minimum number of required performances. Duration of consecutive performances in one day cannot exceed 4 hours, inclusive of audience turnover time between multiple performances. It is recommended that the length of one performance not exceed 90 minutes.

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.

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 or by phone at 416-966-1062 ext 228.

- In a web browser, go to 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 – **2023 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.

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

NOTE: Your form 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.

This category is selected on a first-come, first-served basis. An application will not receive a place in the queue if it is incomplete or deemed ineligible. Slots will not be held for incomplete applications. Applications will be reviewed for:

- Eligibility – does it demonstrate that the show is uniquely tied to the site, that the site is integral to the success of the production, and that it cannot be produced in a conventional theatre venue.
- Accessibility – does the site meet the requirements of the Fringe Festival for public safety and reasonable access that does not compromise patrons' independence or dignity.
- Completion – are all of the required details and support materials provided to the Festival.

If these conditions are all met, the applicant will be offered a slot in the Unconventional Venue Category in the festival.

WHAT HAPPENS IF YOUR UVC APPLICATION IS APPROVED

If your submitted application is approved, you must pay the Participant fee deposit of \$500 CAD to secure your slot. A slot will not be confirmed until this fee is paid.

The **full fee** is determined based on the total ticket capacity that your application proposes. This is the total number of performances multiplied by the number of tickets available per performance. The total ticket capacity is multiplied by the coefficient 0.24 to determine the second installment of the participant fee. The coefficient of 0.24 is derived from calculating 2% of the total gross revenue potential.

- Total ticket capacity equals number of performances x number of tickets per performance
- Total gross revenue potential equals total ticket capacity x \$12 (the full price of a single adult ticket)
- 2% of the gross revenue potential equals the remainder of the participant fee for your application

e.g. Your proposal includes a venue with a capacity of 30 seats, and 10 performances between July 5-16, 2023

total ticket capacity = 30 x 10 = 300 tickets

total gross revenue = 300 tickets x \$12 = \$3600

remainder of participant fee owed to festival = 2% of the total gross revenue = \$3600 x 0.02 = \$72

thus the total owed to the festival for the unconventional venue slot = \$500 deposit plus \$72 = \$572

So how did we get the number 0.24? Remainder of fee = 2% of total gross revenue.

Total ticket capacity x \$12 x 0.02 = remainder of fee
 total ticket capacity x (12 x 0.02) = remainder of fee
 total ticket capacity x (0.24) = remainder of fee

NOTE: Productions are being accepted to the Festival based on a submitted written proposal. The Festival must approve any proposed changes to the venue, the schedule or use of venue itself. The Festival reserves the right to remove an Unconventional Venue Category participant from the Festival if the proposal no longer meets the necessary requirements for acceptance.

PRE-APPROVAL PERIOD

Since applications require significant information about physical venues in terms of infrastructure and accessibility, the Festival is offering a period to submit venue proposals to offer applicants feedback about their submission's eligibility and whether any components may be missing, before the actual applications open. **All potential applicants are strongly encouraged to submit proposals during the Pre-Approval phase, November 1-25, 2022.** There is no fee to submit a proposal for pre-approval, and it is not a mandatory step in order to be eligible to apply. Submitting a proposal does not replace submitting a proper application on Eventotron. If your submitted proposal is pre-approved, you still need to submit the actual application on Eventotron when it opens on December 5.

This step is intended to reduce any delay in approval of the application once applications open, which will be assessed in order of submission. The Festival will review and respond to proposals in the order they are submitted. We cannot guarantee that we will review or pre-approve every proposal submitted by November 25, 2022. If you wish to submit a proposal for pre-approval, you can do so through this form:

<https://fringetoronto.wufoo.com/forms/2023-toronto-fringe-unconventional-venue-proposal/>

ACCESSIBILITY

The Toronto Fringe prioritizes accessibility across the festival. The Toronto Fringe has made a commitment to prioritizing accessibility by:

1. Requiring that all of our festival venues, including site-specific venues, meet physical accessibility standards.
2. Providing enough information for our audiences to make informed decisions about attending venues.

While our ultimate goal is universal accessibility, we realize that the majority of Toronto venues are retrofitted for access and do not yet meet the Accessibility for Ontarians with Disabilities Act (AODA) or Ontario Building Code barrier-free standards. We take this into consideration when assessing venues and look to our participating companies to make best efforts to ensure inclusion for all potential audiences, including those with disabilities.

This category requires applicants to provide a significant amount of information about the accessibility of the proposed venue. Review **Appendix D** in this Guide for a full glossary of definitions and standards.

For physical venues:

- Meet physical accessibility requirements to allow persons using an average-sized mobility device to access all areas of venue designated for patrons (entrance, passageways, performance space, restroom, etc.). This includes providing ramps, lifts, or elevators where level access is not available and ensuring that all passageways (doorways, hallways, etc.) have a clear width of at least 32 inches.

- Offer an accessible restroom where restrooms will be expected to be available (i.e. any indoor spaces) either within or in-proximity to the venue.
- Offer a designated accessible seating area.

For non-physical venues:

- Offer both visual and audible wayfinding cues or user options, e.g. closed captioning or visible text for audible-only information, compatibility with screen-reader technology or integrated audio cues for visible-only information.
- Ensure the privacy and personal information of audience members that may be required for participation is safeguarded.

Participants are expected to provide all accessibility-related information requested by the Festival in a timely fashion. If an application is approved and confirmed but then is deemed to not meet accessibility standards at a later date, The Fringe reserves the right to revoke approval and remove the spot. The Fringe may request additional information or to arrange a site visit to assess accessibility before approval is granted. If you have any questions about accessibility at an Unconventional Venue, contact Suzanne Wilkie, Associate Producer, suzanne@fringetoronto.com or by phone at 416-966-1062 ext. 223.

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. For the most updated COVID-19 Vaccination policy, visit [insert link]. 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 be abided by.

Anything else you may need to know

Participants may not accept more than one slot in the Fringe Festival; if an applicant is successful in both the Main Venue Category lottery and the Unconventional Venue Category, they will be asked to forfeit one of the two spots. The Main Venue lottery will be held after Unconventional Venue applications open.

We encourage you to read the full 2023 Toronto Fringe Festival Participation Policies before applying to ensure you are aware of all the conditions and expectations of Fringe Participants. The Policies are available at fringetoronto.com, and on Eventotron.

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

By phone at 416 966 1062 ext 228

APPENDIX A – Main Venue Index

The following venues are confirmed as of November 1, 2022. This guide will be updated as this list changes.

SMALL VENUES TIER

Theatre Passe Muraille Backspace

Capacity: 51

Address: 16 Ryerson Avenue

Approximate stage size: 14'8" wide x 19' deep, no crossover. Grid height 14'5"

Description: end-stage configuration, stage is level. Seating is raked, fixed on retractable risers. Front row is loose seats on floor.

Access for performers/crew: The tech booth and storage areas are located up a flight of stairs. There are small steps within the greenroom and dressing rooms that are not accessible to wheeled mobility devices.

Show slots: up to 7 productions

Tarragon Theatre Solo Room

Capacity: 55

Address: 30 Bridgman Avenue

Approximate stage size, 16' wide x 12' deep, no crossover. Grid height 9'6"

Description: Black box studio, end-stage configuration, level stage. Seating is wide rows of loose chairs on risers.

Access for performers/crew: The tech booth is located up a few steps.

Show slots: up to 7 productions

Streetcar Crowsnest Studio

Capacity: 75

Address: 45 Carlaw Avenue

Approximate stage size: 18' wide x 17' deep, no cross over. Grid height 10'5"

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

Access for performers/crew: the tech booth is located at the top of the risers, up steps. Dressing room is located down stairs, but change booth can be installed on main floor. No access to backstage from dressing rooms, must enter space through house.

Show slots: up to 7 productions

MEDIUM VENUES TIER

Factory Theatre Studio

Capacity: 86

Address: 125 Bathurst Street

Approximate stage size: 20' wide x 21' deep, with cross over. Grid height 13'8"

Description: end-stage configuration, stage is level. Seating is raked, loose chairs with arms on risers.

Access for performers/crew: tech booth is located up steep steps.

Show slots: up to 9 productions

Helen Phelan Gardiner Playhouse

Capacity: 90

Address: 79 St. George Street

Approximate stage size: 30' wide x 20'9" wide, narrow cross over. Grid height 14'5"

Description: end stage configuration, stage is raised. Seating is raked loose chairs on risers
Access for performers/crew: no barrier free access to stage, no barrier free access to tech booth
Show slots: up to 9 productions

Tarragon Theatre Extraspace

Capacity: 108

Address: 30 Bridgman Avenue

Approximate stage size: 28' wide x 14'10" deep, narrow crossover. Grid height 11'6"

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

Access for performers/crew: tech booth is not barrier free, accessed by ships ladder

Show slots: up to 9 productions

Native Earth's Aki Studio

Capacity: 115

Address: 585 Dundas Street E, at Native Earth Performing Arts

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 9 productions

Alumnae Theatre Mainspace

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 9 productions

LARGE VENUES TIER

Theatre Passe Muraille Mainspace

Capacity: 185

Address: 16 Ryerson Avenue

Approximate stage size: 24' wide x 17' deep, with crossover. Grid height 18'2"

Description: end stage, irregular, stage is raised. Seating is loose chairs, raked on main level and side balcony (accessed by stairs only).

Access for performers/crew: The tech booth and storage areas are located up a few steps. There are small steps within the greenroom and dressing rooms that are not accessible to wheeled mobility devices.

Show slots: up to 9 productions

Streetcar Crowsnest Guloien Theatre

Capacity: 190

Address: 345 Carlaw Avenue

Approximate stage size: 35' wide x 23' deep, with crossover. Grid height 21'

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

Access for performers/crew: changing booth can be provided on same level, tech booth is not barrier free, up steps.

Show slots: up to 9 productions

Al Green Theatre

Capacity: 199

Address: 750 Spadina Avenue

Approximate stage size: 26' wide x 28' deep, with crossover and 2 legs.

Description: Proscenium, stage is raised. Seating is fixed, raked on retractable risers. Space between edge of stage and first row of seats.

Access for performers/crew: stage and dressing rooms are not barrier free. Tech booth is accessed by ships ladder.

Show slots: up to 9 productions

Factory Theatre Mainspace

Capacity: 200

Address: 125 Bathurst Street

Approximate stage size: 41' wide x 17' deep, with crossover. Grid height is 18'

Description: End stage, stage is raised, 2 legs. Seating is fixed, raked. Balcony seating accessed by stairs only.

Access for performers/crew: stage and dressing rooms are not barrier free. Tech booth is on third floor, accessed by stairs only.

Show slots: up to 9 productions

Tarragon Theatre Mainspace

Capacity: 199

Address: 30 Bridgman Avenue

Approximate stage size: 32'10" wide x 17' deep, with crossover. Grid height is 15'

Description: end stage, stage is raised. Seating is loose chairs, raked.

Access for performers/crew: stage does not have barrier free access, tech booth is accessed by steps with narrow doorway

Show slots: up to 9 productions

KIDSFEST AND TEEN VENUE

St. Vladimir Theatre

Capacity: 110

Address: 620 Spadina Avenue

Approximate stage size: 27'4" wide x 17' deep, with cross over. Grid height is 15'

Description: proscenium, stage is raised, 2 legs. Seating is loose chairs on floor.

Access for performers/crew: stage does not have barrier free access, tech booth is accessed by stairs.

Show slots: All KidsFest and Teen slots will be programmed at this venue.

APPENDIX B – Main Venue Category Lottery Application Questions

1. Main Admin Contact Name

This 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 in the Main Venue lottery, the first will be considered and all subsequent applications will be removed from the lottery, and no refund will be given for the lottery application fee
- 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 - if you are successful in the lottery after securing an UV spot, you will be asked to forfeit one of your two spots.

To edit the 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.

2. Pronouns of Main Admin (optional)

3. 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."

4. Pronouns of Secondary Admin (optional)

5. 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.

6. Is this your first time applying to the Toronto Fringe?

7. Have you participated in any other CAFF festival before?

8. Check box – confirm that you have read the 2023 Participation Policies and agree to the terms within.

9. Which category are you applying to? FOR MAIN VENUE CATEGORY, SELECT MAIN VENUE CATEGORY LOTTERY

10. Select the main lottery category you are applying to.

- a. If you select KidsFest 60 minutes: provide a brief show description
- b. If you select Teen 60 minutes: provide a brief show description, and declare if the applicant is under the age of 18
- c. If you select Senior 60 minutes: declare that the applicant is over the age of 60

11. Declaration – indicate if you, the Main Admin Contact identify as Indigenous, Black, or a Person of Colour.
 - a. Please describe how you identify
12. Which venue tier are you applying to?
13. If you are drawn in the main venue lottery, how will you pay the full participant fee?
14. How will you pay the Application Fee in order to complete this application?

APPENDIX C – Unconventional Venue Category Application

Questions

This section will be updated with the application questions soon. Please refer to the Pre-Approval Section of this document for information about the submission form, available from November 1-25, in the mean time.

APPENDIX D – Unconventional Venue Category Accessibility Definitions and Standards

1:12

This measurement refers to the degree of slope of a ramp. It means for every inch of height change there is at least 12 inches of ramp run (length). Exterior and interior ramps should be a maximum slope of 1:12 to ensure safe travel. A slope of 1:15 or less is preferable.

32 inches

This measurement refers to the minimum clear width of doorways, entryways, or other passages that a patron must traverse at a given Fringe venue. While 32 inches is a standard minimum which allows access for many people including those using narrow to average sized wheelchairs, this clearance may still create a barrier for those using larger mobility devices.

Accessibility for Ontarians with Disabilities Act (AODA)

The AODA is an Ontario legislation that aims to achieve independence, dignity, integration, and equality of opportunity for people with disabilities by identifying, removing, and preventing barriers. Its purpose is to ensure that all Ontarians have fair and equitable access to programs and services and to improve opportunities for persons with disabilities. The AODA includes requirements with specific standards and dates for compliance that all organizations must meet. For more information go to <https://accessibilitycanada.ca/aoda/>.

Accessible Porta-Potty

While accessible porta-potties do provide improved access for some users, the current design of most “accessible” porta-potties continues to create barriers for others due to lack of automatic doors and other features. They will not be accepted as an accessible option at a venue where indoor restrooms are available to able-bodied patrons. The Fringe encourages companies finding alternative accessible washrooms to first consider partnering with nearby establishments that offer universally accessible restrooms. Proximity will be assessed on a case-by-case basis. Visible signage with alternative accessible restroom details must be provided by a participating company during their Fringe run.

Accessible Restrooms

An accessible restroom is an enclosed space with a barrier free toilet, sink and turning space so that a person using a wheeled mobility device may be accommodated. These washrooms aim to provide privacy and dignity for people with disabilities, including those who require an assistant. They are also useful for others such as those with infants or small children.

An accessible washroom must be provided by a participating company at site specific venues where washrooms will be expected to be available (i.e. any indoor spaces).

In acknowledgement of the current lack of available AODA-compliant infrastructure in the city of Toronto, the Fringe will consider site-specific applications that meet most but not all AODA requirements for an accessible restroom on a case-by-case basis with the independence, dignity, and safety of patrons as a priority.

AODA requirements for restrooms include the following:

- A barrier free path of travel to and from the restroom. This may mean the restroom is located on the ground floor or is easily accessed by elevator, lift, or ramp.
- Automatic/power door opener.

- Single occupancy or a wider stall within a multi-stall washroom.
- A clear floor area of a large enough size that people using wheeled mobility devices can turn around
- Grab bars securely fastened behind or beside the toilet.
- Clearly visible signage indicating accessibility.

Please note that the above is not an exhaustive list. For comprehensive and specific information please see Articles 3.8.3.8. through 3.8.3.13 of the Ontario Building Code which outline barrier-free restroom requirements at <https://www.ontario.ca/laws/regulation/r13368>.

Accessible Seating Area

Accessible seating area refers to the space specifically designated for those who use mobility devices or who have limited mobility. The accessible seating area must have no stairs or other barriers to access and must ensure a line of sight that is comparable to other seating.

Alternative text description

Alternative text or **alt text** is a written description of images and other visual content. Alternative text must convey the content and functionality of the image. Alt text helps screen-reading tools describe images and also appears in the place of an image on a webpage if the image fails to load on a user's screen.

Automatic Door Opener

Automatic door openers provide greater accessibility for a wide variety of people including people using mobility devices and those with strollers.

Barrier

A barrier is a circumstance or obstacle that keeps people apart. For people with disabilities, barriers can take many forms including physical, environmental, attitudinal, communication, and transportation.

Captions

Captions transcribe the dialogue and soundscapes of the performance into words for the audience to read. They are displayed within the media player and are synchronized with the audio. **Closed captions** can be hidden or shown by the viewer, and re-sized. Open captions are embedded and always displayed and cannot be turned off. CART is Communication Access Realtime Translation, where captions are transcribed live, in real-time.

Clear Width

A clear width is the unobstructed opening space that allows passage through doors, entryways, and other passageways. Clear width is measured between the face of the door and the stop on the strike jamb, with the door open 90 degrees.



Cross Slope

Cross slope means the slope of a surface that is perpendicular to the direction of travel.

Disability

Disability covers a broad range and degree of conditions, some visible and some not visible. The broad range of disabilities includes physical disabilities, vision disabilities, deafness or being hard of hearing, intellectual or developmental, learning, and mental health disabilities. People with disabilities have the right to be free from discrimination when they receive goods or services or use facilities.

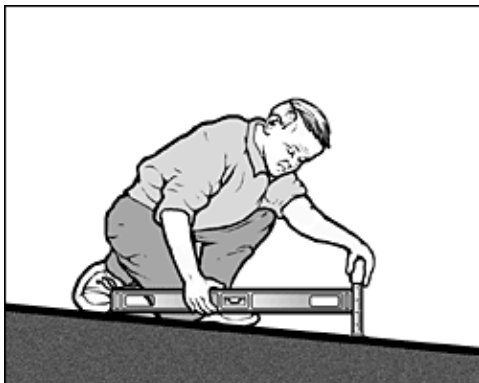
Ground Surface

Ground surfaces can improve or impede mobility for many people. For example, gravel, uneven grassy surfaces, or thick carpets can pose a barrier for many people including manual wheelchair users, those with strollers, and those with limited mobility.

Inclination or Slope

Inclination or slope refers to the degree of incline of a surface (such as a ramp). You can measure slope the following ways:

1. Use a 24 inch level and a tape measure. Put the level on the surface in the direction you are measuring. Put one end at the high point of the surface and raise the other end so that the bubble is in the middle of the level's gauge. The level is now level. Measure the distance between the end of the level at its bottom point and the surface.
2. Divide the length of the **ramp** by the height. This will be the second number in your ratio. The first number is always one. If the **ramp** measures 12 feet long and the rise is 2 feet, you would divide 12 by 2 to get 6, and your ratio would be 1:6.
3. Use a digital level and be sure to read the instructions.



Level Access

Level access means that there is no step, gap, ramp, slope, rise or other potential ground level barrier to entry.

Ramps

Ramps allow access for a wide variety of people including motorized and manual mobility device users and those with strollers. In acknowledgement of the current lack of available AODA-compliant infrastructure in the city of Toronto, the Fringe will consider site-specific applications that do not meet all ramp requirements on a case by case basis with safety as a priority.

AODA requirements for ramps include the following:

- Width is minimum clear width of 900 mm (35.4 in).
- Surface is firm, stable, slip resistant.
- Slope is no more than 1:12.
- Landings must meet the following requirements:
 - Landings must be located at the top and bottom of the ramp,
 - Where there is an abrupt change in direction of the ramp,
 - Landings must be located at horizontal intervals not greater than nine metres apart.
 - Landing sizes are min of 1,670 mm x 1,670 mm (65.7 in x 65.7 in).
 - Landings cross slope that is not steeper than 1:50.
- Ramp must be equipped with handrails on both sides of the ramp.

Full information on AODA requirements for external ramps can be found under article 80.24:

<https://www.ontario.ca/laws/regulation/r12413>. Comprehensive information on interior ramps can be found in section 2.2.5 of the City of Toronto Accessibility Design Guidelines: https://www.toronto.ca/wp-content/uploads/2017/08/8fcf-accessibility_design_guidelines.pdf.

Running slope

Running slope means the inclination of a surface that is parallel to the direction of travel.

Seating

Firmly cushioned seating with armrests and a seat back is preferable for many patrons. Armrests aid in standing up and sitting down while seat backs offer back support and help prevent fatigue. For other patrons, this type seating may be prohibitive. For example, those requiring a wider seat. Where possible, having alternative seating options available for those that need is preferred.

All images courtesy of: <https://www.adachecklist.org/howto.html>

Screen-Reader compatible

Screen reader technology may be used by a range of people including those who are blind or who have low vision. The techniques used to create screen reader compatible documents may also be useful for neuro-diverse folks and others. **Screen-reader compatible** means that a text document can be **read** and interpreted from text into synthesized speech by a screen reader software. Most screen readers work by generating a synthesized voice that reads text aloud, but some exist that communicate data through a refreshable braille display.