

## Step-By-Step instructions to apply to the 2024 Next Stage Theatre Festival Series on Eventotron

Use these instructions to complete an application form to submit a production for consideration for the 2024 Next Stage Theatre Festival.

If your company requires any accessibility accommodations in order to submit your application to the festival, please contact Suzanne Wilkie, at [suzanne@fringetoronto.com](mailto:suzanne@fringetoronto.com) or **416-966-1062 ext. 228**, and we will assist you.

Your application will auto-save as you answer each question. To return to a saved application, sign into Eventotron and choose the “My event is already in Eventotron” option, then look up the title of your show.

1. In an internet browser, go to <https://www.eventotron.com/hello/> and click on **Festivals & Seasons** in the top left corner. You will be prompted to register for an account, or sign into your existing account if you already have one.
2. Once you are registered and logged in to Eventotron, you will see a listing of festivals. Narrow the list by selecting **Canada** from the dropdown list, or scroll down to find 2024 NEXT STAGE THEATRE FESTIVAL. Click on **Apply** in the 2024 Next Stage box section to open the application.
3. You are now at the 2024 Next Stage Theatre Festival Application form. Choose **Create a new event** where you will enter a title for your project then click NEXT. You can input “TBC your company name” if you do not have a finalized title yet. This can be changed later in the production process.
4. The application form will now be opened fully and your name will appear as the **Main Admin Contact**. To update this information, click the blue head icon to the right of the text box. The individual who is the Main Admin Contact cannot change once the application is submitted. This will be the primary person the Festival will contact about your application and production. Main Admin Contacts can submit more than one project to this festival to be considered, but can only accept one slot in the festival should you be selected.
5. What is the role of the Main Admin Contact? i.e. are they the writer or creator, director, performer of the production?
6. Next, submit a **Secondary Admin Contact**. Click the text box, enter the contact's email address, then click **Add Contact**. Input your secondary contact's First and Last Name, as well as their phone number. The Secondary Contact may not be changed once your application is submitted. Please double check this info before clicking **Save**. To update this information, click the blue head icon to the right of the text box. 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 production. They will be granted access to the event profile in Eventotron

should the application be accepted into the Festival. This contact is often someone who is or will be a key member of the producing/creative team.

7. Is the Secondary Admin Contact a member of the creative or producing team? If so, please list their role.
8. Enter the **Company Name**. This will be credited as the Producing Company in any Festival Program Guide or Brochure and web listings.
9. Where do you primarily reside? (Help text: If you are a resident of Toronto, you may be eligible for project grants from the Toronto Arts Council as well as Ontario Arts Council. Companies located outside of Toronto will be eligible for OAC grants only, and applicants from outside of Ontario will need to look at funding options available in your region.)
10. Do you identify with one of OAC's Priority groups or is your collective/group mandated to serve one or more of the OAC priority groups? .If yes, please indicate which one(s). Find more info at this link, <http://www.arts.on.ca/grants/priority-group>.

The selection jury commits to reserving at least 50% of production spots for artists who are Black, Indigenous, or Persons of Colour. In late 2020 The Toronto Fringe underwent an [EDI Audit](#) conducted by Where You Are Consulting. We have implemented a 50% minimum guarantee as a step to directly address some of the imbalances and gaps that exist in the demographics reflected on Fringe stages, live or digital.

11. Do you, the primary applicant, declare that you identify as Black, Indigenous, or a Person of Colour?
12. If you answered yes, please describe how you identify.
13. Have you applied to and/or participated in Next Stage in any capacity previously?
14. What is the primary presentation format of this project?
  - i. **Theatre Performances**

For applicants with staged in-person productions for general audiences. Productions in this series will be scheduled for at least 6 performances staged in the Chamber or Cabaret at Buddies in Bad Times Theatre; seating capacity 90-140 depending on public health guidelines; ticket prices will be set between \$18-\$25. There is no fee to participate in this series; the box office will be split 70:30 in favour of the participating company. Performances in this category can be up to a maximum of 90 minutes (it does not need to be as long as 90 minutes in order to be eligible.) Applications will be considered of either fully realized productions that are 'ready to be picked up' and seen by presenters OR full productions of work that is distinctly in

development, or being workshopped.

There will be the option to livestream one performance to a digital audience.

ii. **Virtual Performances**

For applicants with live digital or virtual performance concepts; Ticket prices will be set between \$18-\$25. Capacities and performances will be set to be proportional to the Theatre Performance Series.

There is no fee to participate in this series; the box office will be split 70:30 in favour of the participating company.

Performances in this category can be up to a maximum of 60 minutes (it does not need to be as long as 60 minutes in order to be eligible.)

Applications will be considered of either fully realized productions that are 'ready to be picked up' and seen by presenters OR full productions of work that is distinctly in development, or being workshopped.

15. Please provide a project summary in 25 words of what you are planning to do.
16. Provide a brief history of the piece you are applying with, including development history if a new work, or production history if from existing repertoire. Has this work been produced previously? If so please list where and when, including any Fringe Festivals. If not, please describe the amount of development it has had so far.
17. Is this Next Stage production intended to be considered a fully realized product, or a work in a stage of development?
18. Are you participating in the 2023 Toronto Fringe Festival with this project?
19. If yes, describe if and how the project will change. At what stage in the development process is the piece in the Toronto Fringe Festival?
20. Tell us about you or your group's overall artistic work, and specify previous producing experience particularly in relation to Fringe Festivals. Please include all involvement by you, the primary applicant, as well as any other key individuals involved with the project. We want to know who you are or your group is, what producing experience you have, and what has influenced your work (cultural influences, identity, community, geography, language, etc.)
21. What do you hope to achieve with this project? Why do you want to produce at Next Stage 2024 and what do you hope to achieve from the Festival? Explain the why of the project – why is this project timely? Why this category (Theatre or Digital performance)? How will this project and/or participating in Next Stage contribute to your development?
22. Who is on your team? Are you planning on involving additional artistic personnel and/or organization(s) in your project? List all known members of your core group, as well as other artists who will be part of your project if you know at this time.

23. Do you have any partners, either arts-related or non-arts-related on this project? How will you work with them and what will they contribute to the project?
24. Have you considered accessibility, and if so, how your project will incorporate accessibility measures into your performance?
25. Who is your audience for this project? Describe the audience or demographic segments you wish to reach with this project, in this category. Who will this work impact and how?

### **Optional Self-Identification Section**

In order to do better, we want to get a sense of who you are. You are not obligated to answer all or any of the following questions in this section, but any information that you provide will help us figure out how we can better serve our community, and whether we are effectively reaching out to a diverse and wide range of artists. Answering the following and disclosing information requested is entirely at your discretion and voluntary. Information disclosed here will not be sold or shared with any other party, nor will it have any bearing on your application to the Fringe Festival.

26. How do you self-describe your gender identity?
27. What is your age?
28. How do you self-identify your ethno-racial identity?
29. Do you identify as living with a disability?

### **Application Materials**

Please submit one PDF file with the following:

- A complete script or detailed description for non-text based projects
- Additional support materials, if available. For example, video clips, designs, images, etc. Please include links or hosting sites where they can be viewed without having to be downloaded.
- A proposed project budget that outlines your expected sources of revenue (including grants that you intend to apply for) and the direct costs associated with the project (artistic fees, production and technical expenses, marketing and publicity expenses, etc.)
- A list of fuller biographies for all confirmed members of your team.

### **APPLICATION FEE**

There is an application fee of \$20 CAD per application to any category. This fee is non-refundable. Please indicate how you would like to pay this fee. You can choose credit card, cheque, or cash. You can pay online with a credit card (Visa, Mastercard), or deliver a cheque or cash to our

admin office. Cheques should be made out to The Fringe of Toronto Theatre Festival, and directed to:

Toronto Fringe  
322-100 Broadview Avenue  
Toronto, ON  
M4M 3H3

Once you have completed all of the required questions, you can click **Submit Application** at the end of the form. You will see an application submitted message, and should receive a confirmation email from [info@eventotron.com](mailto:info@eventotron.com). Selected productions will receive offers from the Festival by the end of June 2023.