

# FESTIVAL

## Step-By-Step instructions to apply to a 2022 Toronto Fringe Festival Lottery Category on Eventotron

Use these instructions to complete an application form to be entered into the Lottery for the 2022 Toronto Fringe Festival.

If your company requires any accessibility accommodations in order to submit your application to the Digital Lottery, please contact Suzanne Wilkie, at [admin@fringetoronto.com](mailto:admin@fringetoronto.com) or **416-966-1062 ext. 222**, and we will do our best to 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 Fringe 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. You can narrow the list by selecting Canada from the dropdown list, or scroll down to find 2022 TORONTO FRINGE FESTIVAL. Click on **Apply** in the 2022 Toronto Fringe Festival section to open the application.
3. You are now at the 2022 Digital Toronto Fringe Lottery Application form. Choose **Create a new event** where you will ENTER A TITLE for your project then click NEXT. You can input a placeholder if you do not have a finalized title yet, but please refrain from generic placeholders such as *TBD* or *Untitled*. 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. You may not submit more than one application to the Fringe. You may indicate pronouns if you wish (this is an optional question).
5. 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 not automatically be considered a member of the producing team, nor will they be added to the festival mailing list for

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updates and key information. They can request to be added at a later date. You may indicate pronouns for the Secondary Contact if you wish (this is an optional question).

6. Enter the **Company Name**. This will be credited as the Producing Company in any digital Fringe Program Guide and web listings. *This name cannot be changed once your application is submitted.*
7. Is this your first time applying to the Toronto Fringe?
8. If yes, do you have experience producing a show outside of the Fringe?
9. Have you participated in any CAFF Festival before?
10. You will be prompted to download and read the Participation Policies, which you must agree you have read and understood before proceeding.
11. Select the lottery category that you are applying to:
  - i. **Ontario 45-60 minutes**  
Resident of Ontario  
Show length cannot exceed 60 minutes  
Participation fee to accept slot is \$760 CAD
  - ii. **Ontario 75-90 minutes (only waitlist slots available)**  
Resident of Ontario  
Show length cannot exceed 90 minutes  
Participation fee to accept slot is \$760 CAD
  - iii. **Dance (60 minutes)**  
Resident of Ontario  
Show length cannot exceed 60 minutes  
Dance/physical movement must be the primary method of storytelling for the show  
Participation fee to accept slot is \$760 CAD
  - iv. **KidsFest (60 minutes)**  
Resident of Ontario  
Show length cannot exceed 60 minutes  
The show must feature work for children (ages 12 and under) and their families. A brief synopsis is required with application to this category.  
Participant fee to accept slot is \$660 CAN currency.  
Single tickets may be sold at general admission price or child price (\$5, ages 12 and under)
  - v. **Teen (60 minutes)**  
Resident of Ontario  
Show length cannot exceed 60 minutes  
The show must feature work specifically for and/or by youth between ages 13-18 years.

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A brief show synopsis is required with application to this category.

Participation fee to accept slot is \$760 CAD

vi. **Senior (60 minutes)**

Resident of Ontario

Show length cannot exceed 60 minutes

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.

Participation fee to accept slot is \$760 CAD

12. Some categories require additional information:

- i. If you are applying to the KidsFest Category: Please write a short description of your digital work for eligibility purposes to assess suitability for the category.
- ii. If you are applying to the Teen Category: Please indicate if the Main Admin Contact is under the age of 18. Please write a short description of your digital work for eligibility purposes to assess suitability for the category.
- iii. If you are applying to the Senior Category: please declare that the Main Admin Contact is over the age of 60.

## TWO-PHASE LOTTERY DRAW

Toronto Fringe commits to reserving at least 50% of available slots in each category for participants who identify as Indigenous, Black, or People of Colour (IBPOC). The two-phase lottery draw is a measure we are implementing to strengthen equity, diversity and inclusion at the Festival.

Each category's draw will have two phases:

**PHASE ONE:** Applicants who self-identify as Indigenous, Black, or a Person of Colour will be entered into the draw exclusively for the first 50% of all digital slots in the category.

**PHASE TWO:** Once at least 50% of total digital slots are filled by IBPOC 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 BIPOC as well.

13. Do you, the Main Admin Contact, declare that you identify as Indigenous, Black, or a Person of Colour? This definition is referring to Indigenous, Black, or Person of Colour in a North American Context.

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14. If you answered yes, please describe how you identify.

## 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.

15. How do you self-describe your gender identity?

16. What is your age?

17. How do you self-identify your ethno-racial identity?

18. Do you identify as living with a disability?

## Payment Information

19. If you are drawn in the lottery, how will you pay the participation fee? This is the \$760 CAD (\$660 for KidsFest category) that will be due should you be successful in the lottery.

- i. By credit card online (we accept Visa or Mastercard)
- ii. By cheque

Please make the cheque out to **The Fringe of Toronto Theatre Festival**.

Make out a cheque for the amount of \$760 dated January 31, 2022. Please send with a clear label or note indicating your show title, company name and name and email of the Main Admin Contact to:

The Fringe of Toronto Theatre Festival  
attn: Laura Paduch  
100 Broadview Avenue, Suite 322  
Toronto, Ontario  
Canada  
M4M 3H3

## APPLICATION FEE - PWYC Donation

There is no required fee to apply to the 2022 Toronto Fringe lottery. You can choose to add a donation to the Toronto Fringe if you like. If you wish to make a donation, but do not want to pay by credit card, select "other method" in the question on the form, and we will contact you to arrange payment. The PWYC donation can be paid online by credit card (Visa, Mastercard). The donation options are \$5, \$10, \$15, \$20, \$30. Select your choice from the

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dropdown question.

When you select one of the donation amounts, a credit card payment field will appear prompting you to enter a credit card number, expiry date, security code and the postal code of the billing address.

Once you have completed all of the required questions, you can click **Submit** 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). The Festival will be in contact the week of January 24<sup>th</sup>, 2022 with your lottery number and a reminder of the lottery draw livestream on Toronto Fringe's Facebook page on January 28, 2022. Good luck!