

The 13th International Dublin Gay Theatre Festival

2nd to 15th May 2016



CRITERIA FOR PARTICIPATION 2016

Company Handbook (Please Read Carefully)

PARTICIPATION

The International Dublin Gay Theatre Festival Ltd is an innovative artistic programme designed to encourage new writing for the theatre, build new audiences, create performance opportunities, and attain high artistic and entertainment standards. It is open to all forms of theatre. Works by gay authors, that have a gay character, theme or relevance, or that focus on issues of interest like feminism, masculinity or gender identity are particularly welcome. Companies that wish to contribute to this dynamic in a co-operative, innovative and enthusiastic manner are very welcome.

IDGTF works in partnership with companies (as a 'co-producer') to ensure that high theatrical standards are attained, strong attendances achieved, good theatre is produced and a warm and welcoming networking and social experience is enjoyed by all participants, volunteers and audience alike.

(Please note that all references to Box Office refer to **NET** Box Office Receipts).

A huge majority of companies avail of this scheme entering into the following arrangement with the Festival. The Festival assigns the production its performance dates/times, plus the number of performances, to a venue and agrees to actively promote the venue and the production, arrange box office facilities, and provide a range of supports to the company, the net Box Office revenue, which remains the property of the Festival until the agreements are fulfilled, will be divided as follows:

FESTIVAL PRODUCTIONS are subject to the production company's fulfilment of this agreement, in a satisfactory manner. Failure to fulfil your agreed performance commitments results in the company that signed the contract being 100% liable for venue rental, marketing and any other costs arising to the festival, as a result of your confirmation of appearance and failure to honour that commitment. The final day for notifying the Festival of your withdrawal at no cost to the company is February 28th each year. If the company fails to fulfil its performance schedule in full to the proper standard the Festival retains 100% of all box office revenue. The Festival may decide to refund this money or part of it to the disappointed audience. Once completed satisfactorily, the IDGTF agrees to pay the 'theatre rental' in full out of its own resources and at no cost to you. All net box office revenue will be split on a grant basis of 70-30 basis between the Festival and the Production Company(s) in favour of the production company.

In the 'Theatre Shorts' programmes, the production companies divide will be on a pro-rata basis as decided by the Artistic Director of IDGTF.

All box office accounts will be settled by electronic bank transfer, within one to two weeks of the date of the final performance, where complete and accurate bank details have been provided (see Tickets and Box Office below). Your participation indemnifies the Festival from responsibility for any other costs, royalty, accommodation, transport or taxation liabilities incurred by the production company.

INDEPENDENT PRODUCTIONS (usually for companies who wish to extend their run beyond the festival duration, or companies with their own venue). These independent productions are a valued part of the Festival and promoted on a par with Festival Productions. The Festival assigns the production and dates/times, plus the number of performances, to a venue and agrees to promote the venue and the production, arrange box office facilities, and provides a range of supports to the company. The net Box Office revenue, which remains the property of the Festival until the agreements are fulfilled, will be divided as follows: Under the Independent Production scheme, the production company takes full responsibility for the theatre rental (and any extended run) and the Festival receives 15% of all net box office receipts for the duration of the festival's run only, to cover the services mentioned above. All box office accounts will be settled within one week of the date of the final festival performance. The Independent Production can make its own arrangements to extend its production run beyond the Festival dates and all claims by the Festival cease the day after the Festival concludes each year. The Festival is willing to include 'extended runs' in its promotional material upon request; however arrangements for extended runs are entirely the remit of the production company. The Festival accepts no responsibility for any other costs, royalty or taxation liabilities incurred by the Independent Production Company.

GALA CONCERT

Participation in the Festival also includes an agreement (from companies who are remaining in Dublin) to present a 5 minute (max.) piece from their festival production. The Artistic Director will agree the selection with each company. International companies appearing in the first week of the Festival are invited to appear but are not obliged to do so. Contributions going beyond 5 minutes will be cut short on stage as it is disrespectful to other performers and to the production of this important event.

CONTENT

Productions must reflect the Festival criteria for inclusion and all scripts must be submitted to the Artistic Director for approval in advance of acceptance into the official programme. Only agreed scripts are permitted to be performed. Any alterations to the play or production must be notified in advance to the Artistic Director, who retains the right to rescind the offer of a place in the Festival, if such alterations in his/her view affect the integrity or the quality of the play. Permissions to alter any script must be sought from the rights owners and the Festival must be indemnified from any action arising from same.

Companies should only submit works that they have secured the performance rights to produce at the Festival. The securing of a Licence or Performance Rights to perform each script remains the sole responsibility of the production company, who in turn indemnifies the Festival, from any royalty payment obligation. Companies must accompany such proof in their initial submission or with the letter of agreement. Please note that ALL productions must be vetted by the Artistic Director before they can be included in the 2016 Festival Programme. The Artistic Director's decision on the programme content is final and s/he retains the right to revoke an invitation or to remove a play from the programme at any stage, if the production presented does not adequately reflect the standard and content of the play/performance agreed subject to the Festival having its outgoings refunded by the production company.

ACCOMODATION & TRAVEL

On acceptance of this contract the Production Company must provide IDGTF with proof of travel for all cast and crew by February 29th 2016. Failure to do so will automatically rescind the invitation to participate in the Festival. Please consult with us on our range of the best airlines and travel and accommodation websites

available. www.aerlingus.com and www.ryanair.com have regular sales. The IDGTF seeks to negotiate the best rate possible for you in our official hotel without commission to the Festival, please contact info@gaytheatre.ie for more. You might try www.staycity.ie for apartments. Accommodation booking remains the responsibility of the Production Company. Please enquire with us before booking any accommodation in order to be as close to your theatre as possible and to ensure your safety and good value.

MARKETING AND PUBLICITY

The Festival's marketing team endeavours to promote all Festival Productions to the best of their ability, in a fair and equitable fashion, using every opportunity and method available to them. This strategy complements your own promotional work. Promotional activities and brochure details are seriously curtailed due to the late arrival or absence of PR material from some production companies. Great care must be taken to provide these high quality materials on time and all materials related to the production must include the IDGTF logo prominently. IDGTF will advise you as to how to maximise the use of photographs and artwork.

You are advised to produce your own posters and we will have negotiated favourable rates available for printing and distribution (please contact info@gaytheatre.ie for more).

Every Production Company MUST ENSURE that all relevant details of cast and crew, including biographies, plot synopsis, company logos, production photos plus head and shoulders photos of main cast members, correct contact details, website and/or e-mail addresses, together with any other requested materials, are supplied in full to the Festival's PR Director and marketing / publicity personnel by the agreed deadlines (*No later than the 28th of February 2016*). The Artistic Director retains the right to amend play synopses in order to more positively promote the production and to place it in the context of the diverse programme being presented. You are expected to undertake your own promotional activities during the Festival including responsible street marketing that complies with Dublin City Council regulations. www.dublincity.ie.

You are also encouraged to make direct contact with the media and related groups who may be interested in the subject matter of your production. The Festival will assist you in these efforts. If you sell your show, people will attend. If you do not – then you may be disappointed at your audience numbers.

The first public announcement of the Festival Programme is the exclusive prerogative and responsibility of the International Dublin Gay Theatre Festival. No advance media announcements of participation in the Festival are permitted without the approval of the Artistic Director. Under no circumstances may the International Dublin Gay Theatre Festival be used in any way publicly as an endorsement of a production, unless it is an 'official production' selected for inclusion in the Festival Programme. Any future productions, CVs, biographies and reviews should credit the International Dublin Gay Theatre Festival where relevant.

Please encourage all your social media contacts to 'like' our Facebook page to ensure your audience receives updates daily. Companies are expected to actively assist in promoting their own productions. Companies should produce their own promotional material provided that the Festival Logo appears prominently on all material printed. All published material involving the use of either the Festival Logo or Festival Name, must be agreed with the Festival PR team prior to any publication.

Companies are invited and encouraged to attend and participate in all festival promotional events and to make themselves available to the Festival PRO for media interviews as and when they arise. Production Companies are obliged to place their work in the context of the Festival, in all media and promotional

activities. Companies are encouraged to source their own publicity in the context outlined above, including promotional opportunities and reviews. A limited number of press tickets are available through the PR director. Companies should co-operate with other shows in their venues and explore shared marketing opportunities – double faced flyers etc.

SCHEDULES

Performance schedule and locations are as set out in the attached contract and by agreement with the Artistic Director, whose aim is to present the maximum and most diverse range of theatrical performances over the fortnight. Companies must bear in mind the need for immediate agreement of the terms and conditions. As the programme is carefully balanced, your offer gives you first choice as to times, dates and venue, over the ambitions of many other applicants. For every one successful submission in the programme there are up to 100 unsuccessful applications. Any delay in fulfilling your obligations not only incurs needless expense for the Festival, but seriously disappoints other companies waiting for a place in the programme.

SHARED FACILITIES

IDGTF is committed to producing an accessible and diverse programme of gay relevant theatre as possible. It is the only event of its kind to be staged in Dublin in May 2016. The number of performances may therefore be limited or the production may become part of a series of performances in the same venue. Companies are expected to cooperate and respect the other companies they are sharing performance nights, lighting rigs, technical rehearsals, get-ins, get-outs, properties or facilities. IDGTF will put you in touch with the other company sharing your facility - this sharing arrangement allows IDGTF to provide the range of services it does to you, free of charge.

In multiple presentation nights (shorts), the 'production company element' of any net Box Office revenue surplus will be divided accordingly between the companies performing on the night, on a pro rata basis, bearing in mind the duration and numbers involved in each performance piece. The proceeds of the Gala Night are entirely the property of the IDGTF. Companies and crews are our guests at this event.

If space allows we also let participating companies in for free to other performances, subject to seat availability. In the event of slow sales, the festival will do additional special offers on seat prices to boost attendance. These matters may be clarified prior to a contract being agreed between the parties. The Artistic Director's decision is final in relation to the distribution of surplus box office receipts for performances involving more than one company.

TICKETS and BOX OFFICE:

The Festival sets the ticket price for each venue and it is usually 15 euros per ticket, 13 euro concessions (including a 1 euro Booking Fee). Afternoon Matinees are priced at 10 euro. Monies from 5 and 10 play 'packages' and Season Tickets (reductions for multi attendance) will be divided accordingly amongst all participating production companies. Special offers and venue packages may also be sold at a reduced rate. Companies must comply with the Festival's ticket pricing, box office and booking arrangements.

The issuing of any complimentary tickets, *maximum 2 per Production Company per performance*, is subject to the agreement of the Festival's Director and must be booked one week in advance and jointly accounted for at the box office. Any additional complimentary admissions are at the discretion of the Artistic Director.

A full print-out of the entire box office for each production is included in the final settlement between the Festival and the Production Company. Companies cannot be facilitated with daily reports during the Festival. Special marketing initiatives, including the issuing of complimentary tickets, to promote weaker selling productions, will be undertaken at the discretion of the Festival.

Payments will be made by electronic money transfer into your company account. Please supply us with all your banking details by return including:

Name of Recipient	
Bank Account Name	
Bank Account Number	
Bank Name	
Bank Branch Address	
Sort Code / NSC (e.g. Ireland, UK, Australia) ¹ or ABA/BSB/Bank Code (USA, Canada etc.) ^{2*}	
IBAN (Europe & Israel only) ^{3*}	
SWIFT/BIC code (All Countries) ^{4*} [8 or 11 characters]	

** A combination of these codes is mandatory for international electronic bank transfers. Contact your bank or check your bank statement for country-specific details (making it clear that the transfer will be from abroad – i.e. Ireland).*

¹ *In the UK & Ireland this is a 6-digit sort code identifying your bank branch.*

² *In the USA this is a 9-digit ABA/transfer code. Be sure to get international transfer details as these may differ from domestic bank transfers*

³ *An IBAN is a long code of numbers and letters that uniquely identifies your bank account for electronic transfers. It is often found on your bank statements.*

⁴ *A SWIFT/BIC code is mandatory for all international electronic transactions. It is an 8 or 11 character code.*

Failure to provide this information will delay your payment. Please note that international money transfers can take a further five working days to reach your account after we process them according to you own bank's arrangements.

TECHNICAL ASSISTANCE

Each Production Company is entirely responsible for its own technical production and for its orderly 'get-in' and 'get-out' by arrangement with the venue and by agreement with the Festival Technical team. Please furnish us with your full technical specification and the name of your technical manager within a week of signing this contract.

Failure to 'get out' on time and to leave the venue in good order will result in a 10% reduction of the production company's share of the box office returns. Failure to comply with this may result in the company being billed for any additional services the festival engages during 'get in' and 'get out' times. All 'get-outs'

must be completed immediately after the final performance, when the venue is required to be restored to the order in which it was handed over to the company. Visiting companies can enquire of IDGTF to source props, equipment and professional technical crew - payments will be the sole responsibility of the production company. Each company is fully responsible for the compliance with all fire safety and welfare requirements of the venue.

The Festival, on advance request and when available, will offer visiting companies limited technical support. The Festival has a voluntary technical support team and all queries should in the first instance be communicated to our Technical Director. Companies are entirely responsible for the standard of their technical presentation. All requests for technical assistance must be submitted at least four weeks in advance of the production date and clearly marked on a completed production script. It may not be possible to accede to all requests.

In the event where companies are sharing a venue – no permanent sets can be erected without the agreement of the Artistic or the Technical Director and the other company(s) sharing the premises. Co-operation is expected in relation to the shared lighting rig which should be worked out by mutual agreement between the sharing companies. In the event of a dispute the Artistic/Technical director will impose a basic rig on all productions. Companies must guarantee quick venue ‘turn arounds’ between shows.

FRONT OF HOUSE

The Festival will have a presence Front of House at each venue. Festival staff, in conjunction with the Production Company, will ensure that the production begins on time, and that promotional announcements are made. Each performance must be preceded by relevant safety requirements and a short advertisement about the International Dublin Gay Theatre Festival and its current programme of events. Companies are expected to cooperate with Festival personnel’s instructions at all times. You must inform FOH if actors are to be pre-set on stage. Venues must be opened at least ten minutes before curtain up.

Festival staff will liaise directly with the venue for Festival Productions only. Independent Productions must make their own arrangements with the venues which must include the facilitation of the presence of Festival Staff, announcements, and the full operation of the festival criteria and promotional material. The Festival will ensure that the Festival Ticket Office, the venue and/or Festival personnel will provide Box Office staff.

INSURANCE and RISK

Companies must insure their productions and indemnify the International Dublin Gay Theatre Festival from all responsibility for any accident, injury, loss, damage, injury etc. including Public and Employer Liability. The Festival will also undertake to take out its own insurance cover. Proof of such cover is required prior to performance and we will be happy to introduce you to our own insurers to get the best premium, if requested. Uninsured productions will not be allowed to perform. Our insurers are JPC Insurance and the contact is john@jpc.ie.

Health and Safety, plus the well-being of audience, cast, company, Festival personnel and property are of the utmost priority. Companies must conduct themselves and their productions in a safe and responsible manner, respecting and implementing all bye-laws of the local authority, Gardai (Police) and the venue management. Accessibility is also a priority and the facilitation or provision of special requirements for people with disabilities by participating companies is encouraged.

Each production company who works with performers aged 16 and under, must comply with the child safety requirements as set out by the Irish Arts Council www.artscouncil.ie. Children must be chaperoned at all times and properly cared for. The IDGTF accepts no responsibility for breaches of health, safety, child welfare, loss, injury or accident, arising from activities or actions of participating companies. Companies are advised to make themselves and their personnel aware of all the above requirements including safety procedures at each venue at the start of their get-in.

The Festival reserves the right to stop any performance or refuse to allow a performance to begin, in the event of identifying any potential hazard to audience or personnel. Companies must identify at least four weeks in advance of the first performance, and notify the Festival of any potential risk in the production (including on-stage smoking, strobe lighting etc) and avoid all potential hazards, note all fire exits, adhere to the venue's fire, health and safety regulations and not endanger the audience, cast, crew or Festival in any way. All public buildings in Ireland are smoke-free zones.

SPONSORSHIP

Companies must advise the Festival in advance of any approaches being made to sponsors, especially those in Ireland. This firstly is to avoid duplication as the Festival itself actively seeks sponsorship and uses this revenue to provide a range of services to the participating companies including venue-hire and marketing. Secondly, it is essential in order to facilitate whatever promotional arrangements are agreed between companies and their sponsors. Festival sponsors will take priority in all publicity and product placements.

The Festival reserves the right to refuse promotional or advertising space to sponsors who may be considered inappropriate to be associated with the Festival. The Festival will endeavour to facilitate company's sponsors at all times, including placing supporting logos on the respective page in the festival brochure, tickets, press reviews etc, subject to prior notification and agreement.

THE FESTIVAL CLUB

After all the Dos and Don'ts the official social networking venue of the Festival is the Festival Club. This rotates between selected venues each night and usually offers some promotional opportunity for companies. Companies are requested not to agree to patronise other establishments, as a form of sponsorship, during the run of the Festival. The networking of companies and their audience has huge potential to benefit attendance at other programmed events and is an opportunity to share resources, audiences and contacts between companies and the Festival personnel.

Companies are required to encourage casts and audiences to only attend the Festival Clubs during the duration of the Festival. The Club may be at a different venue each night and may have short performance/promotional opportunities which you should take advantage of each night. Companies are also encouraged to explore opportunities of networking with participants with a view to arranging tours and visiting productions to their own cities and countries.

RESOURCES

The aim of the International Dublin Gay Theatre Festival is to ensure a positive theatrical experience for both production companies and audiences. The Festival, in partnership with its production companies, is committed to producing performances of the highest artistic standard. No Festival personnel are

remunerated and make an incredible contribution to facilitate gay theatre and your own production. This generous and vital contribution should be respected at all times. In return, everyone should be allowed to enjoy their experience at IDGTF.

Audience response forms are distributed at the end of each performance and collated into individual and overall data. As IDGTF is not competitively driven, very few 'awards' are presented for excellence on the Gala night including awards for an aspect of production, new writing, best performances by a male and female and an outstanding contribution to Irish theatre and intercultural dialogue as adjudicated by the Artistic Director or his/her nominee. These are designed to add to the sense of celebration created by the presence of this unique event in Dublin. Sponsorship or naming rights for awards can be discussed with the Artistic Director.

The Festival has limited finite resources. These resources are primarily allocated for the benefit of the participating companies. All reasonable advance requests for assistance will be facilitated subject to available resources.

The Festival will provide advice and assistance in relation to venues, royalties, access to plays/artistic material, casting, insurance, marketing, publicity, technical assistance, props, accommodation, transport/travel, press, reviews, box office facilities, as resources allow.

We are your partners and support. However, the presentation standards of each production remain the responsibility of each production company.

The Festival looks forward to combining its resources with production companies in a spirit of cooperation and respect. We are very pleased to welcome you to our Thirteenth International Dublin Gay Theatre Festival in May 2016.

ACCEPTANCE

I accept the above conditions.

Signed _____

For and on behalf of Production Company:

Date / / 2016

Please PRINT name clearly

Date / / 2016

Signed _____

For and on behalf of International Dublin Gay Theatre Festival

Please sign, scan and return to: info@gaytheatre.ie

OR

Sign and send by registered post to: Brian Merriman, Artistic Director, 179 South Circular Road, Dublin 8

International Dublin Gay Theatre Festival 2016



Company Technical Requirements Form

Dear Entrant,

The technical team for IDGTF 2016 want to be able to give any help required to productions entered in this year's theatre festival. In order assist us in being ready for your arrival, we would appreciate if you could complete the questionnaire below.

Please return this questionnaire by Friday the 22nd of March at 5pm.

Name of Production Company:	
Name of Play:	
Duration of piece:	
Number in cast:	
Name of Production/Technical Contact:	
Email of Production/Technical Contact:	
Phone number of Production/Technical Contact:	
List of Technical Staff travelling to Dublin : <i>(if you are an Irish company please list your crew also)</i>	
Further Technical Staff required (if any): <i>(please see contract for cost implications)</i>	

1	Does your production require any specific lighting requirements? <i>(Please bear in mind that all companies entered will be sharing a lighting rig with (minimum) one other production and several venues have a very limited rig and as such, we may be unable to accommodate some lighting requests)</i>	
2	Do you need any visual equipment? <i>(i.e. projector, projector screen etc. Some venues provide projection equipment and some do not. Where there is no projector in venue, we would ask companies to bring their own if possible to avoid any rental fees that may be incurred)</i>	
2	Please provide details of your set? If you are an international company please detail any items you cannot transport yourself.	
4	Does your production feature any special effects? <i>(If the answer is yes please provide a detailed risk assesment in a separate document)</i>	

Please return this questionnaire ASAP. Should you require any further information, please contact the technical team at gaytheatretech@gmail.com

Kind regards,

Robert Bates, Technical Coordinator, North Venues, Derek O'Neill, Technical Coordinator, South Venues.

Technical Team. International Dublin Gay Theatre Festival 2016.