

Guidance for Festival Fringe Applicants

BEFORE YOU APPLY

1. Make sure you have the right permissions and licences for your show

- It's your responsibility to make sure you have checked whether your performance is copyright protected, and if so, you must obtain the necessary permission.

For music performances, you can check whether you need a licence via the Performing Rights website (www.prsformusic.com).

For play copyright, check www.samuelfrench.com.

- If you require **an entertainment and/or alcohol licence** you can find our more details from the Derbyshire Dales District Council website (www.derbyshiredales.gov.uk) under licensing alcohol, entertainment and late-night refreshment.

2. Decide on your venue

- You can get a list of venues and relevant contacts from the Festival Office. Either drop us an email at office@wirksworthfestival.co.uk or call us on 01629 824003 (leave a message if we're not in).
- Make sure your venue is appropriate and can provide what you need. You'll need to determine the fire safety evacuation capacity, accessibility for your audience, financial arrangements, licences, and confirm your booking.
- Most venues will require you to bring and set up equipment but some may be able to supply lights, sound, seating etc. There may be additional costs for sound and lighting provision.

3. Decide whether you want the Festival to sell tickets for you or not

- If not the fee for putting on a Festival Fringe event is £25. This gets you:
 - Inclusion in the Festival brochure, and on the Festival website and social media
 - You will have to make your own ticketing arrangements, if required.



- If you do, the fee is £40, which will provide you with:
 - Inclusion in the Festival brochure, and on the Festival website and social media
 - You will be able to use the Festival ticketing service including online and box office ticket sales with produced tickets.

SUBMITTING AN APPLICATION

1. Make sure you read the Terms and Conditions

There are some important bits in here that you must agree to, to be able to put on an event.

2. Fill out all the sections marked 'required'

This is really important as without this we can't accept your application. We need all this information for the listing and ticket information (if applicable).

3. When completing your event description:

- It's important to keep to the 30-word limit.
- This is the section for you to 'sell' your event. Make it clear what it is about and what will happen.
- Remember, what you put in here is what will appear on the website and in the brochure. Make sure you have typed it in sentence case (not all capitals or not all lower case), and check for spelling and typos. Make sure you've got names right too.

4. Upload an image

- You need to upload just ONE image which needs to be a JPEG or PNG file.
- You don't need to resize it – the website will do this and you can crop it when you've uploaded.
- Make sure the file is easy recognise, ideally your name/group name + event name
- This will be used for publicity on the website and in printed material such as the brochure.
- Make sure the image clear and relevant to your event.

5. Make sure you submit your application before 5pm on 4 June 2018

If you don't get your application in by this date we may not be able to include the event in the Festival Fringe.



ONCE YOU'VE APPLIED – PUTTING ON YOUR EVENT

1. Make sure you publicise your event

- The Festival will generate some publicity including social media, newsletters, press releases and marketing collateral such as leaflets and posters. But because you'll likely have a good list of contacts amongst your networks, it's important you promote your event to these as much as possible.
- We ask that you help promote the wider Festival too.

2. Arrange public liability insurance

You need to make sure you have suitable cover for your event. Your venue may have cover but you need to check.

3. Setting up and taking down your event

You'll need to set up and manage your event. See the Terms and Conditions for more information.

AFTER YOUR EVENT

If you've used the Festival Ticketing Service we will send you notification of the number, details and value of ticket sales and the amount due to you. You'll then need to send in an invoice to the Festival so that we can make a payment bank transfer, so please include your bank details on the invoice.

