

## Artists Application

### 2011 Orlando International Fringe Theatre Festival

- 1 The **20<sup>th</sup> Annual** Orlando International Fringe Theatre Festival takes place May 18 – May 30, 2011. Applicants **MUST** be conflict **FREE** during those dates to apply. No schedule accommodations are made.
- 2 **YOU MAY ONLY APPLY AS A PRODUCING COMPANY FOR ONE SHOW!!!**  
(i.e., you cannot produce a show under your name AND another under your company name. If you are caught doing this, both shows will be removed from the lottery or festival line up with no refund.
- 3 Please read the **Artists Guidelines** IN FULL before submitting your application.
- 4 Applications will not be accepted if they are not filled out completely, correctly and have full payment accompanying their submission.
- 5 The guidelines and application are you contract with Orlando Fringe.

SHOW INFORMATION	
1.	Name of Company ( <i>not changeable</i> )
2.	Show Title ( <i>not changeable</i> )
3.	Ticket Price ( <i>Free - \$10</i> )
	Do you wish to offer a \$2 discount for your show?
	If so, to whom? (i.e., seniors, students, artists, volunteers, etc.)
4.	Company Website
5.	Main Point of Contact (POC) <i>One person ONLY, this is usually the show producer.</i>
	POC's Title for Fringe Show (i.e., producer/director/actor)
	Address:
	City, State, Zip:
	Country & Country Code:
	Cell Phone:
	2 <sup>nd</sup> Phone:
	Best e-mail Address:
6.	Name/Company Name for disbursement checks. (If different from above) This is where checks will be sent, make sure this is correct, there is a \$25 fee for changes, once checks are cut.
	Address:
	City, State, Zip:
	Country & Country Code:
	Cell Phone:
	2nd Phone:
	Best e-mail Address:
7.	Technical POC. ( <i>If different from above</i> )
	Cell Phone:
	2nd Phone:
	Best e-mail Address:

SHOW SPECIFICS			
8.	Show Title		
9.	Show Writer's Name		
10	Show Director's Name		
11	Show Genres/Themes <i>(See list below)</i>		
	Please list ALL the genres/themes you associate w/ your show from the following list: Comedy, Drama, Dramedy, Mask, Mime, Dance, Music, Puppetry, Clowning, Gay/Lesbian Theme, Performance Art, Ethnic Theme, Musical, Religious Theatre, Educational, Political, Multi-Media, Parody/Spoof, Pet Show, or Other (please define)		
12	Show Rating <i>(See list below)</i>		
	<p>a. <b>Kids Show</b> - List the age range it is most appropriate for: under 5, K-5<sup>th</sup>, 6<sup>th</sup> - 8<sup>th</sup>, High School</p> <p>b. <b>Family Friendly</b> - This category is appropriate for ALL ages and has no vulgar language or content and is not necessarily catered to kids but is most definitely suitable for them. (i.e., Disney would approve ☺)</p> <p>c. <b>General Audience</b> - Mild language, no overt violence, sexual content or nudity. Nothing more than what you would see on a non-cable American TV channel.</p> <p>d. <b>Mature Audience</b> - Anything else ☹ that is not mentioned above. List all the warnings associated w/ your show: Language, nudity, violence, sexual themes, adult content and any others.</p>		
13	Total Cast Members		Total Company Members
14	Total Artist Passes Needed <i>(For company members only)</i>		The number here is what will be in your artist pack. Any additional needed, will have to be purchased at full price after submission (\$8 each).
15	Need To Rent a Piano? (cost - \$100) <b>Please note:</b> Some venues will not accommodate a piano. See guidelines.		
RUNNING TIME			
<p>The Orlando Fringe has a strict policy regarding show length during The Fringe! The running time of your show begins when The Fringe pre-show announcement ends and your first cue happens. The official Fringe time is determined by your venue tech's clock. If your show goes over the allotted scheduled time (even once), your venue tech has the authority to bring up the house lights and end the show. If it happens more than once, you will be fined \$50. The average Fringe show is 60 minutes.</p> <p><b>Fringe shows in all venues (other than Orange or Silver) must be 60 minutes or less.</b> Fringe STRONGLY encourages your Fringe show to be 60 minutes or less and we accept no show longer than 90 minutes. NOTE: Any show OVER 60 minutes will need to submit for the ORANGE or SILVER venues.</p> <p>Please select your running time with care. <b>THE LENGTH YOU ENTER ON THIS APPLICATION IS FINAL AND CANNOT BE ALTERED.</b></p>			
16	Running Time of Your Show		
17	Number of Performances Requested. <i>(Cannot exceed seven)</i>		

## Scheduling

The Orlando Fringe will provide you with your show schedule no later than March 1, 2011. Please DO NOT ask for it sooner. As soon as it is ready, you will receive it. Each group will receive some excellent, great, good, fair, and not so hot show times based on the nature of your show, this is inevitable. Fringe makes NO scheduling accommodations for artists doing multiple

shows, though we do allow artists to perform in more than one show in Fringe. It is important that your company is available during the operating hours of Fringe without conflicts. All weekday shows will begin as early as 4 pm or as late as midnight. All weekend shows will begin as early as 10 am or as late as midnight.

## Understanding the Lottery

- 1 You are applying to be a part of the 2011 Fringe and are choosing ONE venue and paying the fees associated with it.
- 2 ALL applicants will be entered into a venue lottery, with adherence to the following geographically tiered quotas:
  - A. 50% of the slots are reserved for local companies (companies within Central Florida)
  - B. 25% for national (companies applying from outside Central Florida, but within the US)
  - C. 25% for international (all other companies). CAFF TOURING LOTTERY winners are guaranteed a slot.
  - D. Should the national/international quotas not be met, local groups will fill remaining slots.
- 3 You will first be drawn in association with the venue you select on your application.
- 4 We will lottery for each venue separately.
- 5 Once the venue lotteries are complete, those selected are FOR SURE IN THAT VENUE.
- 6 We will then have another lottery with all the remaining applicants and numbers will be associated with each group based on when they were drawn.
- 7 Fringe staff will then do our best to accommodate as many groups as possible into the festival, in the order of which they were drawn. Should a group not get in their desired venue/seat capacity but does get into the festival; those groups will either be invoiced or reimbursed the difference in price. Should your group not get into the festival, you will be given 100% of your money back if you choose not to stay on the waitlist.
- 8 Waitlisted groups can remove themselves at anytime up to the festival's start date and receive 100% of their money back.
- 9 All applications received later than November 1, 2010 at 5 pm will automatically be put on the bottom of the waitlist.

## Venues & Seat Capacity/Fees

- 1 All venues are centrally located in two separate facilities, but within quick walking distance!
- 2 There are two centralized box offices, one in each of our facilities for all venues.
- 3 Tickets can be purchased at both Fringe box offices during the 12-day festival or online at [orlandofringe.org](http://orlandofringe.org) beginning on or around April 15, 2011.

**When making your venue choices, please know that at the end of the day, the lottery will play a HUGE part in which venue you end up in and Fringe will do its best to accommodate your requests.** The Orlando Fringe is fortunate to know its venues at the time of applications. The amount of seats in your venue determines, in part, what your application fee is. Each seat is valued at 75 cents. Fringe has a variety of venues ranging in size, seat capacity, amenities, and layout. More info will be provided to you post-lottery at your artist conferences and the walk-through or when you turn in your tech forms.

Below is your TOTAL cost **unless you get an early bird discount, add a piano, or a program ad.**

Venue	Description	Cost
<p><b>ORANGE VENUE</b></p> <p>The Margeson Theatre at The Orlando Shakespeare Theater</p>	<p>300-seat, 3/4 thrust stage, fully equipped light &amp; sound board, storage, &amp; dressing rooms. Piano is available to rent. This is a large venue with intimate feel. 5-hour tech. Shows can be up to 90 minutes. <b>Doing less than 6 shows in this venue is NOT cost effective!</b></p>	<p><b>300 seats - Prices INCLUDE the \$250 application fee.</b></p> <p>6 shows = \$1600 7 shows = \$1825</p>
<p><b>SILVER VENUE</b></p> <p>The Bush Theatre at The Orlando REP</p>	<p>250-seat spacious proscenium theatre, fully equipped light &amp; sound system, storage, and dressing rooms. Great floor for dance groups with raised stage, also great for large casts and musicals. NO PIANO provided for this venue. 5-hour tech, shows can be up to 90 minutes in this venue. <b>Doing less than 6 shows in this venue is NOT cost effective.</b></p>	<p><b>250 seats - Prices INCLUDE the \$250 application fee</b></p> <p>6 shows = \$1375 7 shows = \$1562.50</p>
<p><b>YELLOW VENUE</b></p> <p>The Goldman Theatre at The Orlando Shakespeare Theater</p>	<p>118-seat lovely and intimate proscenium theatre with a raised stage and great technical amenities. Full light and sound plots, dressing room, and storage. This venue does not accommodate a piano. 3-hour tech. SHOWS CANNOT exceed 60 minutes. <b>Doing less than 4 shows in this venue is not cost effective.</b></p>	<p><b>118 seats - Prices INCLUDE \$250 application fee</b></p> <p>4 shows = \$604 5 shows = \$692.50 6 shows = \$781 7 shows = \$869.50</p>
<p><b>GREEN VENUE</b></p> <p>The Tupperware Theatre at The Orlando REP</p>	<p>100-seat intimate 3/4 thrust theatre with floor stage and good technical possibilities, offering 6 possible stage entrances. Limited storage, dressing rooms with shower, light and sound plot. No piano rental option available. 3-hour tech. SHOWS CANNOT exceed 60 minutes. <b>Doing less than 4 shows in this venue is NOT cost effective.</b></p>	<p><b>100 seats - Prices INCLUDES \$250 application fee</b></p> <p>4 shows = \$550 5 shows = \$625 6 shows = \$700 7 shows = \$775</p>
<p><b>BROWN VENUE</b></p> <p>The Orlando Philharmonic Rehearsal Space at The Orlando Shakespeare Theatre</p>	<p>100-seat venue with a 2-foot raised platform stage, basic technical amenities, thrust seating, and limited back stage area. This venue is not ideal for loud music/musicals or dance, but this is a great venue for more intimate shows with low tech and limited storage needs. Piano can be rented in this venue. 3-hour tech. SHOWS CANNOT exceed 60 minutes. <b>Doing less than 4 shows in this venue is NOT cost effective.</b></p>	<p><b>100 seats - Prices INCLUDES \$250 application fee</b></p> <p>4 shows = \$550 5 shows = \$625 6 shows = \$700 7 shows = \$775</p>
<p><b>PINK VENUE</b></p> <p>Studio D at The Orlando Shakespeare Theatre</p>	<p>100-seat intimate, proscenium venue, fully equipped new light and sound board, projection hanging possibilities, plenty of storage, and back stage space. This is not an ideal venue for musicals or loud music. Piano can be rented in this venue. 3-hour tech. SHOWS CANNOT exceed 60 minutes. <b>Doing less than 4 shows in this venue is NOT cost effective.</b></p>	<p><b>100 seats - Prices INCLUDES \$250 application fee</b></p> <p>4 shows = \$550 5 shows = \$625 6 shows = \$700 7 shows = \$775</p>
<p><b>BLUE VENUE</b></p> <p>Studio B at The Orlando</p>	<p>60-seat. One of the most intimate venues Fringe offers with basic rep light plot and sound in thrust staging. This is a low-tech</p>	<p><b>60 seats – Prices INCLUDES \$250 application fee</b></p>

Venue	Description	Cost
Shakespeare Theatre	venue with limited storage and off-stage area, though a dressing room is available. This space is great for intimate or solo shows. Piano can be rented in this venue. 3-hour tech. SHOWS CANNOT exceed 60 minutes. <b>Doing less than 4 shows in this venue is NOT cost effective.</b>	4 shows = \$480 5 shows = \$525 6 shows = \$570 7 shows = \$615
<b>RED VENUE</b>  Outdoor Darden Courtyard at The Orlando Shakespeare Theatre	50-Seat. It is outdoors within a private courtyard with a 2-foot high stage, basic light and sound rep plot. Secured under a tent and is perfect for first time artists or solo shows. The advantage is the cost. Extremely limited storage and dressing area. Shows will only be in evenings due to the heat and are contingent on weather. There are no make-up shows offered in the event of unfortunate weather. No piano rental. 3-hour tech. Shows not to exceed 60 minutes.	<b>50 Seats – Price INCLUDES Application Fee</b> Flat rate venue - \$350 for up to 7 shows.
<b>PATRON'S</b>  Round Room at The Orlando Shakespeare Theatre	50-seat venue with NO tech. This venue offers no storage, no sound or lights and no venue tech. It is best for solo storytelling shows.	<b>50 Seats – Price INCLUDES Application Fee</b> Flat rate venue - \$350 for up to 7 shows.
<b>PASS THE HAT FREE STAGE</b>  The Public OUTDOOR STAGE IN LOCH HAVEN PARK	Running time is negotiable. This is an EXCELLENT opportunity to be seen and promote your show FREE. I will schedule your outdoor appearances at the time I schedule your ticketed shows to avoid conflicts. NO tech rehearsals or piano rental provided. Basic lights and sound.	<b>The cost is FREE for artists in ticketed venues</b> (If you are an artist that wishes to do ONLY the FREE outdoor public stage, the cost is \$25 for each appearance.)
Do you wish to perform on the free outdoor stage?		
If so, how many shows would you like?		
What is the show length?		

## Tech Info

- Each group will be given a minimal amount of storage (varies by venue), a 20 minute load-in and 10 minute load-out time and a technical rehearsal in their respective venues. If you are in the Silver or Orange venue, you will be allotted a 5-hour tech rehearsal unless you need less time. If you are in any other venue, you will receive a 3-hour tech rehearsal. Tech rehearsal times will be sent to you at the time you receive your schedule for the festival. Please keep in mind that Fringe does not provide any sets, props, or equipment for your show. You may contact Fringe's TD should you wish to rent out any props or costumes from The Orlando REP or Orlando Shakespeare Theatre.
- January 1, 2011 is the deadline to have your tech form in its full entirety filled out. If you do not have your tech form in by that date, you risk having an unsuccessful tech rehearsal or none at all and will be fined \$10 a day until the form is received.
- It is also important that you understand 100% that the following is NOT allowed in ANY venues: Fog, smoking, open flame, guns firing on stage or any substance that is not approved by Fringe TD (i.e.- stage blood, liquids, paint, etc...)
- PLEASE PICK YOUR SHOWS ACCORDINGLY!!!!!! The tech form will be sent out to you once

you have been drawn into the lottery. Your tech form **MUST** be submitted back to your technical director by no later than Jan 1 to ensure your tech needs are met and to avoid fines!!!

## Kids Fringe

**KIDS FRINGE is FREE to the public and FREE to perform  
on the KIDS FRINGE Stage on weekends between 10 am - 4 pm.**

Do you have a skill (magic, singing, improve, puppetry, etc...) that you would be willing to share at KIDS FRINGE?	
If so, what?	

(You will receive Fringe Bucks for your donation-they are good for seeing other shows)

## Billet Info

(Super-passes are given to those who host)

### Local Artists

If you are local, are you willing to billet (host) a national or international artist?	
If so, how many?	
Any special criteria?	

### Visiting National/International Artists- (if you already have a host lined up, please provide their info)

If you are national or international, will you need housing?			
If so, how many need housing?			
Can they share:	A room?		A bed?
Any Special Criteria/Needs?			
Any Allergies?			

**PLEASE NOTE** - if you are a national/international artist and do not fill out the billeting section here, we cannot provide housing for you!!

# Orlando International Fringe Theatre Festival 2011 Program Advertising Agreement

**BUY YOUR 2011 FRINGE PROGRAM AD NOW AND SAVE MONEY**

**Discount rates are only for 2011 artist applicants & valid thru December 31, 2010.**

Thank you for advertising in the 2011 Orlando International Fringe Theatre Festival Program. With a circulation of over 25,000, you can be sure that your ad will have maximum exposure! The discounted rate **ONLY** applies when you buy an ad when you apply. If your show is not chosen in the lottery, either you may use your ad for something else or you will be fully refunded immediately. We want our artists to have the first opportunity to get maximum coverage during the festival, take advantage of the great deals below while they last. All our patrons view our website and master program. This is the best ad exposure you can get!

**WEBSITE AD: ABSOLUTE EXPOSURE!!** Should you wish to have an ad on our website for your 2011 Fringe show or any other shows you might be doing throughout the year, you may buy an ad for one year (from time of purchase) for \$2000 or a March - May only website ad for \$1500.

## **PROGRAM AD**

### **PRIME POSITIONING - Back Cover:**

\$1,500 (normal price) / \$1000 (applicant-discounted price)

### **PRIME POSITIONING - Full Page, next to daily schedule:**

\$700 (normal price) / \$600 (applicant-discounted price)

*(Please contact us to verify that these options are still available)*

### **STANDARD OPTION A – Entire Page**

\$650 (normal price) / \$550 (applicant-discounted price)

### **STANDARD OPTION B – Half page**

\$350 (normal price) / \$275 (applicant-discounted price)

### **STANDARD OPTION C – Quarter Page**

\$225 (normal price) / \$175 (applicant-discounted price)

Please note that all ads must be supplied as high-res files. 300 dpi JPEG/TIFF or press-ready PDF. Vector artwork is also acceptable. Embed images and convert fonts to outline. All ads in this program will be 4-Color. Final artwork should be emailed to [Jourdan@camdencreative.com](mailto:Jourdan@camdencreative.com) by **March 1, 2011**. This deadline is absolute. Ads received after this date will not be included in the program, and no refunds will be given.

Payment is due immediately upon signing agreement. Ad space cannot be held without payment.

Thank you for your support!

## **Application Checklist / Recap**

- 1 By signing this application, you are entering a contract with The Orlando International Fringe Theatre Festival stating that you understand and accept the rules and guidelines of The Orlando Fringe.
- 2 After January 1, 2011, NO application/seat capacity fees will be refunded unless it is due to death, health, or visa/customs issues. Fringe does not refund application fees due to internal cast drama

(don't even try it).

- 3 If you need to withdraw from the Fringe prior to January 1, 2011, you will be refunded all but \$250 of you fee. That portion of your fee is NON-REFUNDABLE!
- 4 Under NO circumstances may any group sell their Fringe slot. This is NOT allowed. Should this happen, both groups will not be allowed in the festival. All applicants MUST go thru the Fringe office to apply. We have a waitlist we use to fill empty slots. Refunds of any sort will not be given.
- 5 If your application is hand delivered, postmarked or e-mailed in by September 20, 2010, you will receive a \$25 discount off your application (for Red or Patrons Room) or a \$50 discount (for Pink, Brown, Blue, Yellow, Green) or a \$100 discount (for Silver, Orange)
- 6 The Orlando Fringe artists picked for the festival are determined by a fair and random lottery. Groups may NOT change their show length/running times.
- 7 You may NOT submit more than one show to The Fringe, nor may you submit the same show multiple times.
- 8 Groups are subject to a \$50 fine for the following offenses: Postering in unauthorized locations, entering the dressing area or stage before scheduled/allowed times, or leaving props/sets/costumes behind post-Fringe, shows running over time more than once.
- 9 Groups causing any damage to venues, property, or facility will be charged accordingly.
- 10 Each group must provide Fringe with a completed Tech Form by Feb. 15th, 2011. Groups will be fined \$10 for each late day after deadline. No exceptions.
- 11 Artists/groups are responsible for securing all rights, royalties, copyrights, and union waivers for published works or Equity actors. Groups are responsible for providing a copy of these rights, royalties, and list of ALL Equity actors in the show by November 15, 2010 to [producer@orlandofringe.org](mailto:producer@orlandofringe.org)
- 12 Fringe makes NO scheduling accommodations for actors.
- 13 First time local groups MUST have representation at the 2010 Artist Conference to be a part of Fringe.
- 14 National/International Groups will receive a 30-minute phone conference in February 2011 as their Artist Conference, if requested via email by January 1, 2011.
- 15 The Orlando Fringe logo must be present on all posters, handbills, and programs for each group.
- 16 Monies must be paid in full at the time application is submitted to be entered in the lottery.
- 17 Groups must pay for all application and seat capacity fees at the time of applying.
- 18 No TBA/TBD shows are accepted on the application. You must submit show title at time of application.
- 19 During each show, 10% of all seats are pulled as comps. It is your responsibility to provide a comp list one hour before each show to your Venue Captain. If your show is not sold out, VIP Passes, Super Passes, Volunteers and artists with Fringe Bucks will be allowed in at the discretion of the Venue Captain.

## Billing Info for Application Fees / Seat Capacity Fees

Fringe accepts the following payment methods: Visa, MasterCard, Personal Check, Money Order, Cashiers Check, and Cash. If you are paying by Visa or MasterCard, you may submit your application by e-mail. Otherwise, make sure it is postmarked by September 20, 2010 to receive the discount by November 15, 2010 to be entered in the lottery. If you do not receive e-mail notification from The Fringe office in due time, make sure you check to see if your application made it here. (Postal services and technology are not always reliable.)

Please schedule an appointment with [george@orlandofringe.org](mailto:george@orlandofringe.org) to hand deliver your application.

PAYMENT- there is a \$35 fee for all returned checks or declined credit cards given the Orlando Fringe. Checks/credit cards will be submitted upon receipt. If you need a receipt, please contact me at [producer@orlandofringe.org](mailto:producer@orlandofringe.org)

Payment Information	
Method of payment? <i>(If Credit Card, enter info below)</i>	
For which venue are you applying?	
How Many Shows? <i>(not to exceed 7)</i>	
Application fee <i>(see venue description)</i>	
Early Entry Discount Amount (by 9/20/10) <i>(\$100 for Silver/Orange, \$50 for all others)</i>	
Piano Fee <i>(\$100 if applicable)</i>	
Do you wish to purchase a discounted ad?	
If so, what size?	
Discounted ad price	
Total Due <i>(Fee + Piano + Ad – Early Entry Discount)</i>	
Credit Card Information	
Full Name	
Visa/MC Number	
Expiration Date	
Address associated with card	
City, State, Zip	
Billing Phone Number	

I accept the terms of the 2011 guidelines and application.

Signature	
Date	

**Office use only**

Date received

Received by