



## Artist/Group Information and Application 2017

Welcome to Theatre on the Edge (TOTE), Shuswap Theatre's third summer theatre festival. We're thrilled that you want to be a part of it! Theatre on the Edge is scheduled for July 21-23, 2017 at Shuswap Theatre in Salmon Arm, at 41 Hudson Ave NW.

### ***Application Process - Two Steps***

- **Step One: Application fee is \$100**, due when this contract is signed and returned to TOTE.
- **Deadline for the RECEIPT of applications (including the fee) is February 17, 2017.** Please email a digital copy of your application to [totefestival@gmail.com](mailto:totefestival@gmail.com) as well.
- Acceptance into the TOTE festival will be decided by the TOTE committee who will notify artists and groups of the results by February 26.
- **Step Two: Successful applicants will need to confirm their participation in the festival with a registration fee of \$125 due by March 24, 2017.**
- If the registration fee is not received by the March 24 deadline, the applicant will forfeit their spot in the TOTE festival along with their application fee.
- All applicants who are not programmed into the festival will have their \$100 registration fee returned after March 24, 2017.

### ***Paying and Playing***

**Performing artists/groups will receive 80% of box office sales**, less GST and convenience charges.

Artist/group's share of box office net payments will be made by cheque to the designated signer of the contract, representing the artist/group. TOTE will pay out the ticket settlement by cheque, not later than August 7, 2017.

**Performances** will be programmed from late morning till about 9 pm. Each performance **must run under 60 minutes**. This 60 minute maximum is very important, as performances are scheduled at two hour intervals and the festival requires a full 60 minutes to strike one show and put up the next. Each programmed artist/group is guaranteed a minimum of two time slots, at different times of day. Scheduling will be determined by TOTE.

### ***Technical***

Shuswap Theatre is a **fully functional 150 seat theatre with a lobby and small backstage dressing room**. TOTE will provide stage crew, lighting and sound technicians. The venue/stage manager will contact programmed artist/groups to discuss technical needs in advance of the festival and to provide technical specifications/stage floorplan as needed. A 90 minute technical rehearsal will be scheduled for each artist/group in the week preceding the festival. There will be an audit of theatre resources following each show. Artists/groups will be responsible for any damages that result from their actions.

Included with TOTE **Marketing and Publicity** will be a listing of your production and related performance information on the Shuswap Theatre website, and in the Festival Guide and Programme. TOTE is responsible for general advertising of the Festival, with related expense for marketing and box office sales. TOTE requires

publicity materials **well in advance**, eg. show blurb/teaser, images and bios. We will communicate deadlines and specific requirements after participation is confirmed.

### ***Box Office***

The Shuswap Theatre house capacity is 150. Sales for last year's festival averaged 72 seats per performance, and houses ranged from 30-110. All performing groups earned more than their registration fee.

**Tickets** for all shows are festival seating only, no reserved seats. Online ticket sales, subject to a convenience fee, are available at [shuswaptheatre.com](http://shuswaptheatre.com). Our retail sales outlet in Salmon Arm is at Intwined Fibre Arts, 81 Hudson Ave NE. Tickets are also available at the door.

Each group/artists may designate up to **5 complimentary tickets** to each performance. A list of complimentary ticket names, must be **submitted to TOTE no later than 5 pm the day prior** to each performance. TOTE may designate complimentary tickets to your performances for use by festival volunteers, staff, media, sponsors, etc.

### ***Legal***

TOTE or their authorized representatives may wish to take photographs, video, audio or other recordings which may capture the artist or group's name, image and likeness (Images), either individually or as part of a group. The artist/group acknowledges that the TOTE may use such Images, both internally and externally, for administrative purposes and/or for purposes associated with, but not limited to, the marketing, promotion and hosting of the TOTE Festival in the current and succeeding years.

The Artist guarantees that all applicable contracts and contractual obligations that may be required by professional associations, unions and holders of copyrights for the performances have been duly adhered to and are in place as required. All payments required under such contracts will be made by, and are the sole responsibility of, the Applicant.

The Artist assumes sole responsibility for any and all contractual obligations related to their production under this application, and for ensuring that the artistic content of the production abides by the laws of British Columbia and Canada. The Applicant holds TOTE blameless and accepts full liability for any claims arising from these responsibilities.

### ***At the Festival***

TOTE will make every effort to assist touring artists but there is no guarantee of **accommodations**. Please let us know as soon as possible if you require billeting; we have always been able to find billeting for those who need it. However, artists or groups are ultimately responsible for securing accommodations.

A map of our location, along with other information, is available at [shuswaptheatre.com](http://shuswaptheatre.com). Jaci Metivier is the Theatre on the Edge Coordinator. Please contact her with any questions or concerns (contact information below).

**Application is complete as signed by Artist below, in agreement with all TOTE conditions as listed above.**

Initial \_\_\_\_\_



## Application for Artist/Groups 2017

Group/Artist Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Signature: \_\_\_\_\_

(For the Group/Artist: Indicates contract agreement with TOTE)

Street Address/PO Box: \_\_\_\_\_  
\_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

What is the best way to reach you? \_\_\_\_\_

Name of show: \_\_\_\_\_

Playwright: \_\_\_\_\_

Publisher: \_\_\_\_\_

Original work? Y N Premiere? Y N Running time: \_\_\_\_\_

Number of performers: \_\_\_\_\_ Genre: (comedy, drama, musical, etc.): \_\_\_\_\_

Audience advisory: (family, mature content, nudity, coarse language, strobe, etc.) \_\_\_\_\_  
\_\_\_\_\_



Description of show: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any special technical requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please enclose one signed copy of this application with a cheque or money order (sorry we cannot accept e-transfers ) for \$100 payable to Shuswap Theatre. Payment may also be made on our website through PayPal at <http://shuswaptheatre.com/tote2017/tote-reg-paynow/>**

Theatre on the Edge c/o  
Jaci Metivier  
2451 Foothill Rd  
Salmon Arm, BC V1E 1L7

**Please email a digital copy to [totefestival@gmail.com](mailto:totefestival@gmail.com).**

**Festival Coordinator**  
Jaci Metivier  
250-833-6676 call or text  
[totefestival@gmail.com](mailto:totefestival@gmail.com)