



2009 Cincinnati Fringe Festival Performance Application

CINCINNATI FRINGE: A BRIEF (BUT RIVETING) HISTORY

One dark and stormy night in 2003, Jason Bruffy, sat in a dark local watering hole with a comrade and local play-actor, Nick Rose. As is often the case when spirits are involved, talk turned to theatre – specifically what might be missing from the rich Cincinnati theatre scene. The ideas flew from their minds and mouths. What came out of that drunken discourse was the genesis of a festival.

A short time later, Jason met one Jeff Syrone by happenstance. Jason unveiled his scheme for the first ever Cincinnati Fringe Festival. Jeff immediately realized what a thrilling opportunity this could be and signed on to help Jason realize the plan. In 2004, the Cincinnati Fringe Festival was born. Since that time, the Festival continues to grow larger and stronger every year, much like a well fed human infant.

We are excited that you're considering becoming a part of the 7th annual festival. Whether you're new to the Cincinnati Fringe, or an experienced fringe producer, please read on to learn a little about the basics, and for an explanation of the application process.

WHAT ELSE HAPPENS AT THE FRINGE FESTIVAL?

I'm glad you asked! The Performance Fringe is the largest part of the Festival with over 150 performances of 35 productions in a dozen venues.

But did you know we also have a Film Fringe as well as a Visual Fringe? The Film Fringe features two screenings of two-three groups of films. The films are screened in performance venues throughout the Festival. The Visual Fringe is a visual art exhibit displayed at the Art Academy of Cincinnati. If you know a visual artist or filmmaker, let them know we'd love to see their work also. Separate applications for the Film Fringe and Visual Fringe are available at www.cincyfringe.com.

HOW DO WE CHOOSE PRODUCTIONS?

The Cincinnati Fringe Festival is a juried festival. The Selection Committee is composed of local artistic directors, actors, writers, and producers. They make recommendations based on a few key factors:

- Is this work that can typically be seen on other stages in the region?
- Is the proposed project able to be realized within the Fringe structure? (more about this a little later)
- How does the proposed project fulfill the goal of the Cincinnati Fringe Festival to present diversity, creativity, innovation, inspiration, and passion?
- How will your production benefit by being included in the Cincinnati Fringe Festival?

GINGY FRINGE FESTIVAL

We realize that some of these questions may be somewhat abstract, but it is Fringe after all. Roll with it.

There is no specific type of production that we're looking for. In the past we've presented puppet and mask shows, improv, melodrama, comedy, musicals, street performances, aerial dance, and on and on. There is no specific formula for a Fringe show. We like to be surprised.

WHAT DOES THE FESTIVAL PROVIDE?

The Festival provides a number of things to help you both produce and promote your production. But we can't do it alone, so we rely upon the whole Fringe community to make the festival a success. We provide the following basics:

Five Performances – every production that is available for the entire festival will receive five performances. (less availability = less performances)

Box Office Services – The Festival sells all performance tickets, without exception. The Producer receives 50% of the box office revenue.

Marketing – We market the Festival as a whole. We are not in the business of marketing individual productions, as that would be impossible – and that's where you come in. We'll hook 'em, but you have to reel 'em in.

Venue – We'll match your production with the most suitable venue we have access to. If you have special requests, please make those known very early on to allow us the maximum time to find a suitable space.

Venue Tech – Each venue will have a technician assigned to it. This person is there to assist you with all of your technical needs. They are *not* stage managers (you'll need to provide that on your own),

but they can do just any other tech task you need accomplished.

House Staff – These amazing volunteers will tear your tickets, distribute your programs, and help your patrons navigate the festival...and they'll do it all for a "Thank you".

Housing – Out of town artists will have access to housing, if requested. It may not be the St. Regis, but it will be free of charge to you.

Artist Passes – Your cast and run crew will receive artist passes, which allow you walk-up only entry into all Festival performances with available seats.

Our Love – Self-explanatory.

WHAT ARE THE DATES I NEED TO KNOW ABOUT?

The deadline for the Performance Fringe Application is Friday, December 11, 2009.

Because we believe in the quality work of the USPS, we'll call that a postmark deadline. I know the trick about postmarking something weeks before you actually drop it in the mail. Don't do that. Applications not received by December 18th will not be accepted. Hand delivery by December 18th is also acceptable.

- All producers will be notified of acceptance (or non-acceptance) by the first week of February, 2010.
- Contracts will be due back by the first week of March, 2010
- March 15, 2010 – Marketing Survey completed, Technical Survey completed
- April 15, 2010 – Performance Fringe Schedule announced to Artists

CINCY FRINGE FESTIVAL

- Mid-May – Fringe Guide Published in CityBeat (our awesome weekly free paper)
- June 1 – CityBeat Fringe Kick-Off Party
- June 2 – 12 – 7th Annual Cincinnati Fringe Festival!

A FEW OTHER THINGS YOU SHOULD KNOW (they're important enough to mention even before you're accepted)

Technical Rehearsal – Each production will receive one three hour technical rehearsal. All shows receive exactly the same amount of time. No more, no less, no exceptions.

Spaces are shared – Each venue will hold up to six productions. This means that resources are shared between all of these groups.

Storage space is limited – Most venues have little to no storage space. Please be prepared for that, and you'll be pleasantly surprised if it turns out there is some on-site storage.

Load in/Load out – You will have 15 minutes to load in and set up your show before the house opens. Likewise, you will have 15 minutes to load out your show. There are no exceptions to this policy.

Simplicity is key – Unfortunately, Fringe is not the correct place to produce your pyrotechnically-enhanced, turntable-powered Hercules adaptation featuring 756 lighting cues, and a non-stop soundscape of awesomeness. I wish that it were because that show sounds fantastic.

Think of it this way: In a typical production situation, you're the only show in the venue and the technical process is all about your production. In the Fringe Festival, you're part of a bigger community of artists who are dependent upon you

as you are upon them. Adherence to the basic rules of the Festival and to the idea of simplicity will make everyone's experience the best it can be.

VENUE INFORMATION

Venues range from theatres like Know Theatre of Cincinnati to empty storefronts, to sound studios to gymnasiums. You name it; we've probably converted it into a venue.

Venue assignments will not be announced until April 15th, 2010, along with the performance schedule.

Do not contact your venue – You are a producer of a show in the Fringe Festival – your name is not on the venue lease, so don't call them. We will handle all of the details of your use of the space, so you will direct all inquiries to the Fringe Staff. The venues are not familiar with the policies of the Festival and may give you incorrect information. Additionally, we request that the venues make us immediately aware of any attempt to contact them directly. Believe me when I say they'll narc on you. When you contact them, it jeopardizes this relationship and makes venues less willing to rent to us in the future.

Pianos – We are not generally able to provide a piano or a keyboard for any venue. Please be prepared to make arrangements to supply your own.

Fire, flame, smoking, fog, etc. – Generally, most venues do not permit any of these items to be used. If your show calls for any of these, *we'll* ask the venue for permission, but be prepared to figure out a creative way to do without.

I'VE JUST GOTTA APPLY. WHAT DO I DO NOW?

So you've made it this far and you're ready to say, "I want to be a part of the Cincinnati Fringe

CINCY FRINGE FESTIVAL

Festival!” Who can blame you? It’s wonderful. On the pages that follow is the application. It’s composed of five sections.

Section I: The Check List

This is provided for your assistance. Please make sure that all items on the list are included in your application package. You do not need to include this when you mail your application.

Section II: Contact Information

Fill in the contact information requested. A valid email address *that is frequently checked* is required. Email is the primary means of communication for the Festival. Please note that we request a secondary contact for each project as well. This secondary contact will only be used in the event of an emergency. This contact will not be in regular communication with the Festival Staff and cannot speak for the production. If any contact information changes at any point in the application/acceptance process, please notify the Managing Artistic Director, Eric Vosmeier immediately by email (fringesubmissions@knowtheatre.com) or by phone (513.300.5669).

Section III: Project Information

This section provides us with some general information about your project. This information is essential in determining venue suitability, tech needs, marketing hooks, etc. Please fill this in as clearly and completely as possible.

Section IV: The Proposal

This is the meat of the application (or the portabella mushroom, if you’re a vegetarian). For you Cincy Fringe Veterans, please note this section has changed this year. This used to be a series of questions asking for a project description, group history, etc. But that seems constraining to a group of wonderful creative artists such as yourselves. This year it’s a bit more free form. Have fun.

Section V: Technical Requirements

This will provide us with some preliminary information about your technical needs. Please be thorough, but pithy. The section on Technical Requirements is especially important in determining venue assignment. More detailed technical requirements will be requested once the selection process has been completed.

Other Application Requirements:

In addition to the Application, we ask that you provide some samples of your work. Choose samples that will help us understand your vision and your ability to accomplish what you intend. Some sample examples include:

- 15 pages of sample writing or full length script (2 copies)
- video of prior work or production (DVD format only)
- video of submitted work in a previous production (DVD format only)
- For musicals: CD of songs from your project (strongly recommended for musicals)

If you submit a video on DVD, please indicate which chapter(s) you would like viewed. NOTE: we will only guarantee viewing 10 minutes of your DVD. In the event you are not able to use chapter markers, please indicate what section (by time) of the DVD you would like considered. VHS tapes are no longer permitted. Applications for musicals may also submit recordings on CD. Again, please cue to or indicate what songs you would like considered. Only samples included in your application package will be considered. We will not download material from a website or accept samples via email.

Application materials will not be returned.

If you are applying with more than one project, please submit one completed application (including proposal, samples, and yes, the FEE) for each project.

CINCY FRINGE FESTIVAL

THE APPLICATION

Section I: The Chickety-Check List:

- Write the Project Name at the top of every page of your application, excluding script samples (do not write in a Project #)
- THE FEE* (\$35 check or money order made out to **Cincinnati Fringe Festival**).
- The Application (2 copies).
- The Proposal (2 copies)
- Script Sample (2 copies of a 15-page excerpt, of the full script)
- Self Addressed Stamped Envelope (No. 10 size) WITH \$.61 POSTAGE .

--- OPTIONAL ---

- DVD with a note about what 10-minute section you'd like viewed and no more than a half page of explanatory text (2 copies)
- For musicals: A CD of recorded tracks from the production (2 copies).

NOTE: NONE OF THE APPLICATION MATERIAL CAN BE RETURNED.

Please mail all of the items listed above to:

Cincinnati Fringe Festival Submissions
c/o Know Theatre of Cincinnati
1120 Jackson Street
Cincinnati, OH 45202

*THE FEE: International Applicants must make payment by bank money order in US funds, collectible by a US bank.

~ ~ ~ **Applications must be postmarked no later than Friday, December 11, 2009.** ~ ~ ~

Office use only Project Name _____

Project # _____

Section II: Contact Information

Group Name (If applicable)

Primary Contact Name

Street Address

City

ST

Zip Code

Phone Number(s) (Please indicate type(s) of number(s))

Email Address (Remember, email will be the primary method of communication.)

Secondary Contact Name

Phone Number(s) (Please indicate type(s) of number(s))

Email Address

Website Address

Office use only Project Name _____

Project # _____

Section III: Project Information

Title of Project/Production

Approximate Running Time

Number of Performers

Discipline (i.e. Theatre, Dance, MMA fight-dancing, etc.)

Is your show a Premiere?

World US Cincinnati NA

Venue Basics:

Stage Space Required: Minimum Stage Dimensions _____

Maximum Stage Dimensions _____

Type of Venue:

Theatre (or theatre setup) Street Site Specific

If Site Specific, please explain:

How did you hear about the Cincinnati Fringe Festival?

Friend/Word of Mouth Radio Website
 Other Festival Newspaper Other Theatre
 Chance Aliens Your Mom

Other explanation: _____

Office use only Project Name _____

Project # _____

Section VI: The Proposal

Project Description Question, or Sell It, Baby!:

This section used to be a series of questions asking for a project description, group history, etc. I find that constraining, don't you? I want something more creative. Obviously, as a juried festival, that jury needs to know about your piece, the group, etc. so that we can make informed decisions. But I want more. I want you to see you wow the jury. I want your application to be so amazingly stupendous that the Jury's task of selecting just 35 Fringe productions is next to impossible. So there's the challenge.

This section may only be three pages long. The smallest text you may use is Times New Roman font, 11 point, single sided, double spaced. Bring it.

Section V: Technical Requirements

Please list any special needs that will affect the choice of venue or enhance your production. Be very specific with regard to what you are providing and what you need us to supply. If your needs go beyond our capabilities, we will contact you to discuss potential alternatives. Please also make special note of anything you feel your production cannot do without (i.e. half of your production is filmed and half live, so projection capability is a must).

1. Lighting:
2. Sound:
3. Video/Projection:
4. Dance Floor:
5. Other needs (please explain):

Mail Completed Applications
To:

Cincinnati Fringe Festival
c/o Know Theatre of Cincinnati
1120 Jackson St.
Cincinnati, OH 45202