**APPLICATION FORM**

For Fringe 2022: The Helpers

12–23 January 2022

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# **HOW TO APPLY**

**Deadline for application: Friday 5 March 2021, noon Singapore time**

1. Complete this application form.
2. Add your electronic initials at the bottom of each page of the form. Sign on the last page of the form. This is to confirm you have read and understood the terms and conditions.
3. Zip these documents into **one archive file**. Use an online tool such as [ezyzip.com](https://www.ezyzip.com/).:
   1. This application form (including links for your video and photos)
   2. Technical information
   3. Script
4. Upload the archive file via file-sharing sites, e.g., [wetransfer.com](http://wetransfer.com).
5. Email the link to: [info@singaporefringe.com](mailto:info@singaporefringe.com).

# **RESPONSIBILITIES**

| **Category** | **Description** | **Artist** | **Festival** |
| --- | --- | --- | --- |
| Artist honorarium | SGD 1,000 (One thousand Singapore dollars) in total for your work at the Festival. | No | Yes |
| Per diem (for international artists only) | A per diem will be provided for the period of your set-up and performance only. This is an average of 3.5 days.  Note: Set-up usually starts at 9am on the morning of your first performance. | No | Yes |
| Box office proceeds | All box office proceeds go to the festival. The festival pays for all venue, ticketing and production costs in presenting your show. Therefore, we will need to recoup our cost. | No | Yes |
| Accommodation (for international artists only) | Twin or triple-sharing accommodation for the period of your set-up and performance only. This is an average of 3 nights’ accommodation.  Note: Set-up usually starts at 9am on the morning of your first performance. | No | Yes |
| Flights/  International Transport | Return (two-way) air tickets to travel to Singapore for all members of your team.  Note: Artists should apply to funding bodies such as arts and regional councils in their country for travel grants. We will also apply for travel funding for you from the relevant organisation in Singapore if available. | Yes | No |
| Flights/  International Transport | The festival is a work pass-exempt activity, so you will enter Singapore on a social visit pass.  However, certain travel documents require a visa to enter Singapore. Please check if you require a visa at the Singapore [Immigration and Checkpoints’ Authority website](https://www.ica.gov.sg/visitor/visitor_entryvisa). | Yes | No |
| Local transfers (for international artists) | One-way airport-hotel transfer. | No | Yes |
| Local transfers (for international artists) | Travel pass for use on public transport between the hotel and the venue for your set-up and performance dates (if hotel is not within walking distance of the venue). | No | Yes |
| Artwork/ Set/ Props/ Costume/ Equipment | Any costs incurred to rent/ purchase/ construct items in Singapore OR two-way freight to transport items to Singapore. | Yes | No |
| Marketing and publicity | Design and creation of materials, e.g., publicity images and information about work. | Yes | No |
| Marketing and publicity | Design, creation and running of marketing and publicity campaign, including promotional and marketing collaterals (i.e. posters, Festival booklets, programme leaflets, website, electronic and print mailers, etc.) | No | Yes |
| Venue | Any rental costs for rehearsals/creation process. | Yes | No |
| Venue | Rental costs for your performance venue during the scheduled dates within the Festival, which is selected based on our understanding of your detailed technical requirements. | No | Yes |
| Ticketing | All administrative work and fees to set up ticketing channels via selected agent. | No | Yes |
| Ticketing | Allocation of complimentary tickets. | No | Yes |
| Technical | Detailed technical information, which need to be submitted to us within a month from the date of our acceptance of your proposal. | Yes | No |
| Licensing | Any staging, licensing and other royalties that need to be paid for your performance. | Yes | No |
| Licensing | License to perform the work in Singapore. | No | Yes |
| Scheduling | Your scheduling (international artists are usually programmed for two evening shows). Set-up usually starts at 9am on the morning of your first performance. | No | Yes |
| Manpower | All production personnel such as Production Stage Managers and Operators. | Yes | No |
| Manpower | Interpreters (if necessary) for production work and post-show dialogues/artist talks. | Yes | No |
| Manpower | Technician(s) to assist with set-up and strike. | No | Yes |
| Archival | Photography/videography recording and production for archival purposes | Yes | No |
| Video on demand (if applicable) | For new works, or works without a video recording in high quality, the performance will be filmed and edited for video on demand purposes. | No | Yes |

# **SIGN OFF TO INDICATE UNDERSTANDING OF RESPONSIBILITIES IN ABOVE TABLE**

|  |  |
| --- | --- |
| **ITEM** | **PLEASE FILL IN** |
| Your name and role in this work |  |
| Signature |  |

# **SUPPORTING MATERIALS NEEDED**

1. **VIDEO RECORDING**

Format: Link to watch your video online, e.g., Vimeo or Youtube. Do not send us a video.

Content:

* Ready works: a clear recording of the full performance.
* New works: a clear recording of a rehearsal if available. Otherwise, send us a clear recording of a past performance you think is a good representation of your work.

|  |  |
| --- | --- |
| Link to watch the video online  (Include password if needed) |  |

1. **PUBLICITY PHOTOS**

Format:

* Jpeg. Minimum A4 size and 300dpi
* Zip the photos into one folder. You can use an online tool such as [ezyzip.com](https://www.ezyzip.com/).

Content:

* Ready works: maximum of 6 good quality photos for publicity. This can be from a photoshoot or during the performance. Do not send posters.
* New works: maximum of 6 good quality photos from past performance(s) you think is a good representation of your work.

|  |  |
| --- | --- |
| Link to download the zipped folder of photos |  |

1. **TECHNICAL INFORMATION (Include in archive file with application form)**

Format: PDF

Content:

* Ready works: Full technical rider, including your stage and lighting plans, etc. Document must be provided in English.
* New works: Draft technical rider.

1. **SCRIPT (Include in archive file with application form)**

Format: PDF

Content:

* Ready works: The full script of the proposed production. Please provide a translated version in English if your script is in other languages.
* New works: send us a draft structure and the first five pages of the draft script.

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# **ARTIST DETAILS**

|  |  |
| --- | --- |
| **ITEM** | **PLEASE FILL IN** |
| Name of Artist/ Company |  |
| Company Status (if applicable) |  |
| Mailing address |  |
| Website |  |
| Contact person/ Role |  |
| Phone |  |
| Mobile phone |  |
| Email |  |
| Can we add you to our mailing list? |  |

# **ACCESSIBILITY REQUIREMENTS**

|  |  |
| --- | --- |
| **ITEM** | **PLEASE FILL IN** |
| Please tell us if you have accessibility requirements.  (E.g., wheelchair-user) |  |

# **work details**

|  |  |
| --- | --- |
| **ITEM** | **PLEASE FILL IN** |
| Title of work |  |
| Primary art form  (E.g., theatre, dance) |  |
| Playwright/Choreographer |  |
| Language used  (If your work is not in English, you must provide English surtitles for the performance) |  |
| Duration  (Minimum of 40 minutes for ticketed performances in theatre) |  |
| Where has this work been performed? |  |
| Production credits  (E.g., Director – xxx  Playwright – xxx) |  |

# **marketing details**

|  |  |
| --- | --- |
| **ITEM** | **PLEASE FILL IN** |
| Company biography  (Maximum: 80 words) |  |
| Individual artist biographies  (Maximum: 80 words) |  |
| Synopsis  (Maximum: 120 words) |  |
| Relationship to the theme  (Maximum: 80 words) |  |
| Reviews and press quotes  (Maximum 5 quotes. Provide English translation if needed) |  |
| List of notable past performances  (Provide the festival/city if applicable) |  |

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# **PRODUCTION DETAILS**

|  |  |
| --- | --- |
| **ITEM** | **PLEASE FILL IN** |
| Minimum set-up time required  (Set-up usually starts at 9am on the morning of your first performance) |  |
| Minimum strike time required (Including tidying the venue if needed) |  |
| Proposed venue/type of venues  (E.g., Black Box) |  |
| Preferred range of venue seating capacity  (E.g., 100–200 seats) |  |
| Minimum size of stage needed |  |
| Maximum size of stage (if applicable) |  |
| Preferred dates of the Festival  (International works usually have 2 evening shows) |  |
| Total number of people touring (Including production team and operators) |  |

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# **video on demand details**

|  |  |
| --- | --- |
| **ITEM** | **PLEASE FILL IN** |
| For ready works:  Do you have a high-quality video recording of your work suitable for a video on demand format? |  |
| For new works:  Can we film your performance for a video on demand format? |  |

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# **content requiring advisories**

Note: The festival is not biased against works containing such content. This information is only used for the application for the performance licence or audience advisories.

|  |  |
| --- | --- |
| **ITEM** | **PLEASE FILL IN** |
| Does your work have content that audiences should be advised on? Please list them if it does.  (E.g., nudity, violence, strong language) |  |
| Does your work have sensory content that audience should be advised on? Please list them if it does.  (E.g., loud sounds, strobe lighting) |  |

# **ACCESSIBILITY OF WORK**

Note: The festival is not biased against works without these features. Where possible, we will arrange for accessibility features for your performance.

|  |  |
| --- | --- |
| **ITEM** | **PLEASE FILL IN** |
| Does your work have a sensory-friendly version, or include accessibility features? Please list them if it does. (E.g., captioning, audio description, touch tours) |  |

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# **SIGN OFF AT END OF FORM**

|  |  |
| --- | --- |
| **ITEM** | **PLEASE FILL IN** |
| How did you hear about this Festival? |  |
| Your name and role in this work |  |
| Signature |  |
| Date of submission  (dd/mm/yy) |  |