



Artist Bulletin 1

Information for Indoor Theatre and Venue Boutique Productions

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CALGARY FRINGE FESTIVAL

Welcome to the Calgary Fringe!

This is the first of two Artist Bulletin notifications you'll receive from the Calgary Fringe. Both Artist Bulletins will be posted on our website for you to access at any time (Be The Fringe, Artists, Artist Bulletins). Here's the link again below:

<http://be.calgaryfringe.ca/sections/8-artists/pages/58-artist-bulletins>

This Artist Bulletin is filled with information you'll need to read through and understand so you'll have a bang up time at our 2017 Festival. The second Bulletin (which will be updated on our website sometime in June) will contain details of your performance times, venue, and when you can pick up your money earned from ticket sales. Between the two Bulletins, you'll have all the tools you'll need for a successful run.

The Technical/Program form provides the only detailed information we have about your production. Complete and accurate information is critical to ensuring that your show is a success. Please be as detailed and clear as possible (especially in the hand-writing), and contact us immediately if the information changes. **This information is due on March 15, 2017.** Please submit it on time. And please, pass this around so you can ensure all members of your company understand the Festival and their crucial role within it.

We had a very successful first few years of the Calgary Fringe, and that success is due in very large part to you—the artists. We hope to continue this tradition for many years to come.

Thank you for helping us come this far and for ensuring our continued success in the future. Take care, BIG hugs and see you soon!

Sincerely,

Michele Gallant
Festival Director and Producer

Where we are...

The Calgary Fringe Festival office is located at **3 Riverwood Close SE, Calgary, AB T2C 3Z4**.

Our office hours this time of year are 9:00 am to 5:00 pm, Monday to Friday. The main Festival site runs in the Inglewood Community area. All of our indoor venues are within walking distance of each other. We'll complete venue allocation and scheduling in April, 2017. We will send you information about your venue and show schedule shortly after that.

Important Dates...

These are important dates (*subject to change*). Thanks in advance for making note of them.

Event	Date
Program/Technical Information and Graphic Deadline Due	March 15, 2017
Artist Contract (signed) Due	March 15, 2017
Billet Form Due	March 15, 2017
Schedule of Performances	June Artist Bulletin 2
Performer Media Kits Due	June 25, 2017
Withholding Tax Waivers due from non-resident companies to CRA	June 1, 2017 (ideally, though, you should file for your waiver as soon as possible)
Advance Ticket Sales	July 1, 2017
Closing of Indoor Theatre Waiting List	July 15, 2017
Festival Media Blitz starts!	July 20, 2017
Programs/Show Inserts distributed	July, 2017 (typically after Calgary Stampede)
Technical Rehearsals	Aug 2 and Aug 3, 2017
Meet 'n' Greet	Aug 3, 2017 starting at 7 pm
Festival Director and Producer Chat - the skinny on Calgary and how to promote yourselves ... Fringe Style!	Aug 4, 2017 at 10 am
Indoor Theatre Performances begin	Aug 4, 2017 at 3 pm
Scheduled performances end	August 12, 2017 at 11 pm
Closing Night/Wrap Party	August 12, 2017 after 11 pm
Indoor, BYOV and Outdoor Applications for 2018 Calgary Fringe Festival	Available September, 2017
Applications for 2018 CAFF Touring Fringe Lottery	October, 2017
Applications for 2018 Calgary Fringe Festival due	December 1, 2017

Fire, flames, and cigarettes

Indoor Stage Productions:

- A by-law introduced in Calgary in 2005 prohibits smoking, holding a lit cigarette, or burning of any tobacco product in public facilities. Use alternatives, like prop water vapour cigarettes.
- Our venues do not allow for the use of fire in shows, so please be sure to inform us on your tech/program information sheet if you plan on using any kind of fire in your show (matches, lighters, candles, etc.)
- If you use candles in your show, they must be contained within a glass receptacle.
- We cannot accommodate pyrotechnics. Sad, I know.
- Indoor productions that involve the use of fire must ensure that all items on-stage (costumes, props, drapes, etc.) have been properly fire-proofed. If you have questions about fire-proofing, please contact our Technical Director, Thomas Hall, at (403) 617-1554 or via email at techdirector@calgaryfringe.ca.
- If you have a firearm in your show, one representative of your cast or crew must have a valid FAS certificate and be able to provide proof upon request (even if the firearm is not fired).

Equipment Rentals

Below is a selected list of local Calgary suppliers.

<i>Sound:</i>	Long and McQuade	(403) 244-5555
<i>Props/Set Supplies:</i>	Bill Brown of Sets 'n' Such	(403) 646-0161
<i>Costumes and Makeup:</i>	Don's Hobby Shop & Theatrical Supplies	donshobbyshop.ca

Sponsorship

If you are planning to secure, or have already secured sponsorship for your production, we congratulate you! Please notify us as soon as possible, so we can accommodate potential conflicts with Festival sponsors. There are ways to avoid potential friction, and we will gladly work to do so before we schedule performance times. Please note: we do not extend to your sponsors the right to use the Calgary Fringe Festival name and logo, although your theatre company has the right to use our logo on your poster and program for your show.

There are more than 20 different organizations of every scale and background that choose to sponsor the Calgary Fringe Festival. A list of our sponsors is listed on our website. Many of our media and retail sponsors are, of course, also friendly to Festival performers. For example, West Canadian Digital Imaging Inc, offers discounts on all print services. Most of the local businesses are terrifically supportive of the Festival artists. We encourage you to check in with these folks, and make sure they know that you're a Festival performer. Also, please ensure that when you are referring to your venue (on fliers, posters, and the like), please use the name of the sponsor associated with the venue, if applicable. The Festival could not happen without our sponsors' support, and we need to ensure that they are getting the recognition they deserve. Thanks in advance for your help!

Marketing and publicity

Send us your publicity! We build a publicity file to accommodate the hundreds of media requests for pre-Festival information. The more specific this pre-publicity is, the happier the media (and potentially your box office) will be. As soon as you have photos, a press release, or other information, please upload them into your company file folder in My Dropbox (details on how to do that is outlined in your Tech Program Sheet). We ask that you upload your publicity information into your My Dropbox company folder by June 25, 2017. We will be hitting the Fringe Media with the beginning of our Media Blitz on July 20, 2017.

The Artist Bulletin 2 will contain a local media contact list, so that you can get in touch with all of Calgary's media outlets. The Artist Bulletin 2 will also detail how and where you can advertise your show on the Festival site.

A team of a dozen hand-picked volunteers will help record our Festival memories for our archives. Our photo team will capture glimpses of the "great happenings on little stages" that make the Festival such an exciting place to be. A photo volunteer may come during your technical rehearsal and ask for five minutes in the middle of your technical rehearsal to take photos—ideally with props and costumes from the show. If you are not willing to give up five minutes of your tech rehearsal, please check "no" on the appropriate in the Technical/Program information form. Please note that even if you check "yes," we might not be able to get a volunteer out to your tech rehearsal to take pictures.

Accommodations in Calgary

There are several accommodation options for visiting artists. A list of paid accommodations will be sent to out of town artists in the next Bulletin. We recognize, however, that many artists are only able to make our Festival viable by staying in private homes. At the Calgary Fringe Festival, we are able to place some out-of-town performers in private homes, at little or no cost to the artist. The artists remain responsible for their own food, transportation, and for any phone charges incurred while staying in the home.

Out of Town Artists: Please refer to the form entitled “*Artist Accommodation and/or Billeting Form*”, fill it out in as much detail as possible, and return it to us by **March 15, 2017** (please note that applications received after this date may not be placed). Billets are allocated based on suitability, and on a first-come, first-served basis. Please note on this form if you are coming to the Festival with either children or animals. Please recognize that bringing animals or children significantly reduces your chances of being placed.

Local Artists: One of the greatest kindnesses you can do a fellow performer is to open your home, if you have space available. Most touring artists have a vehicle at their disposal, so being farther away from the Festival grounds is not an impediment. A “*Wanna Host A Fringe Artist*” form is included on this web page. We encourage you to circulate copies of the form to the members of your company, and to participate even more fully in this event. You get additional volunteer benefits, and a great opportunity to meet your fellow artists.

Ticket Sales

- Advance tickets will be available **July 1, 2017** and will be sold online, and are available until a half an hour before each scheduled performance online at www.calgaryfringe.ca
- 60 per cent of tickets for each performance are available in advance online, 20 per cent at the Information Booth the day of the scheduled performance and the remaining 20 per cent at each venue location an hour before each scheduled performance is about to begin.
- Tickets sold (both advance and at the door) are sold at the highest price category you have given us. We assess a \$ 1.50 per ticket surcharge (on top of the price you set) on all tickets to help pay for the website, merchant account, and per transaction VISA/Mastercard/Debit costs, and other Fringe box office administration expenses.
- *Advance tickets:* you will receive the total revenue from your advance ticket sales, less the Goods and Services Tax (GST) on your total sales and Withholding Tax (WHT) for international groups that have not received a waiver at the conclusion of your final performance.
- *At the Door:* you will receive the total revenue from your at the door ticket sales, less the Goods and Services Tax (GST) on your total sales and Withholding Tax (WHT) for international groups that have not received a waiver at the end of each scheduled performance from the Box Office Supervisor. This does not include the ticketing surcharges.
- More information about ticket sales will be included in the next Artist Bulletin.

A Note for Canadian Companies

As Festival artists are not considered employees of the Fringe, we do not provide you with a T4 tax slip. You are considered to be a business (self-employed) and are responsible for reporting your earnings to Revenue Canada. Please be sure to hold on to the ticket sales reports we issue you with your payments during the Festival so that you can total the amounts and claim your income.

If you do not wish for GST to be with-held by the Calgary Fringe Festival and have a registered GST number with the Government of Canada, please provide our office proof of such and we will waive the with-holding of the GST.

A Note for Non-Canadian Companies

If you or your company is based outside of Canada (i.e. if you pay taxes elsewhere), you would normally have to pay a 15 per cent income tax (called a Withholding Tax). Canada Revenue Agency obliges the Calgary Fringe Festival to deduct “on your behalf.” We don’t like this any more than you do. Well, okay, you probably hate it more, but we’re still pretty peeved.

The good news is that Festival companies are almost always eligible for a waiver of this tax (at least up to a certain amount of earnings determined by Canada Revenue Agency). Non-resident companies should receive a form in this package which can be returned to the Calgary Canada Revenue Agency office to apply for this waiver.

However, please be aware that Canada Revenue Agency’s regional offices have some autonomy and often react differently to the same situation. You must apply for this waiver in the office responsible for the first Canadian city at which you perform in. So, if you’re performing at multiple Fringe Festivals, ask the first one which procedures to follow there and register for all the other Festivals at that office. If you are performing elsewhere, try to get similar information out of your local contacts. The forms we provide are only to be used if Calgary is your first stop.

In addition, our experience has shown that Canada Revenue Agency doesn’t always have the fastest turn-around time in processing applications. As such, we often don’t know that you’ve submitted an application and that it has been approved until after the Festival has begun. Please advise us when you have submitted your application so we can make a note in your file. We must reiterate, it is your responsibility to ensure that Canada Revenue Agency received your waiver application, and that we get a copy of the waiver once it has been granted.

We have included the form you need to fill out on this webpage (known as the Regulation105 waiver). Please return the form to Canada Revenue Agency, phone 1-800-959-5525 , FAX (403) 264-5843. Address: Harry Hayes Building; 220 – 4 Avenue SE, Calgary, AB T2G 0L1 **Do not return this form to our office.**

IMPORTANT NOTE: If you are traveling/entering into Canada from a US Port of Entry: please be advised that you are now required to have a valid passport for every type of US Port of Entry crossing into Canada (eg. airports, border crossing).

Sign here please.

Just a friendly little reminder that if you haven't already done so, please sign and return the Artist Letter of Agreement. Please. Before our lawyers get mad. Thank you. **(deadline March 15, 2017)**

The Next Bulletin

As previously mentioned, the Artist Bulletin 2 notification will be sent to you in June. This Bulletin will contain the following information:

- Your show schedule, venue information, and tech rehearsal time
- A local media contact list
- Everything you ever wanted to know about Tickets but were afraid to ask.
- Everything you ever wanted to know about your money, but were afraid to ask.
- Performer services
- Self-promotion opportunities
- A list of paid accommodation options

Festival Staff

The staff of the Calgary Fringe Festival work year-round to make all of our programming a success. They, together with the hundreds of other staff and volunteers who come on board during the course of the summer, are here to make your Festival experience as smooth and rewarding as possible.

Michele Gallant – Festival Director/Producer/Artist Liaison: michele@calgaryfringe.ca

Volunteer Co-ordinators: volunteer@calgaryfringe.ca

Box Office Co-ordinator: boxoffice@calgaryfringe.ca

Thomas Hall Technical Director: techdirector@calgaryfringe.ca

For any questions or concerns, please direct them to the Festival Director. She can also be reached via telephone at (403) 451-9726.

Fringe Dictionary

Deciphering the buzzwords and jargon surrounding the Calgary Fringe Festival:

Artist Lounge: A place for you to relax, check your email, warm up, apply make up, and get away from the insanity of the Festival. Location to be determined.

Blacks: Curtains, used to define the theatre space, and for MASKING. Usually black cloth, often velvet.

Box Office: The Calgary Fringe Box Office is primarily a virtual reality Box Office (all advance tickets are sold online at www.calgaryfringe.ca). Not to be confused with the FRONT OF HOUSE tables, which are at each Festival venue and sell tickets to the next performance at that specific venue or the Information Booth the day of the scheduled performance.

BYOV or Venue Boutique: This stands for Bring Your Own Venue. Some groups want to participate in the Festival, but with a project that is site specific. Perhaps they want to drive a car on stage or perhaps their set requires four hours to erect. A finite number of BYOV's are approved to participate in each Festival.

EPS: A computer graphics format, Encapsulated Post Script. One of the formats that your show graphics can come in, if you're sending them digitally.

Fresnel: A lighting instrument giving soft-edged, diffused light.

Front of House: Front of House (FOH) takes care of ticket sales and show program distribution immediately before each of your shows. FOH is entirely staffed by VOLUNTEERS, and keeping those volunteers informed about your show is a very good idea. Please note, however, that you will likely not have the same volunteers on-shift for each of your performances. If you have any detailed questions or concerns during the Festival, it may be better to ask your VENUE TECHS or another staff member.

GST: Almost everything in Canada is subject to a 5 per cent Goods & Services Tax. This includes Festival tickets. Unless you are registered with Canada Revenue Agency to remit your own GST, we are obligated to remit it on your behalf (i.e. deduct that amount from your ticket sales before giving you the balance).

Leko: A lighting instrument able to provide hard-edged, shuttered, patterned light in a specific area. Your lighting "special" (set specifically for your production) will probably be a Leko.

PMT: A high-quality reproduction used for advertisements and graphics. A preferred format for getting us your show image. But not as preferred as EPS.

Release: Also called a Press Release or Media Release, this is a simple 1-2 page description of your show, or some aspect of it, that's targeted especially to the media. Good releases have the basic info (dates, address, ticket prices, etc), are dated, and have some kind of built-in "hook" around which a story can be created.

Venue Techs: Each indoor venue is staffed by two professional theatre technicians who assist with your technical rehearsal and performances. Each outdoor venue has one of four professional technicians supervising performances at all times. They do everything in their power to make your show a success. However, they have a higher commitment to the safe and timely running of the entire Festival, and are empowered to act on the Festival's behalf to safeguard this.

Volunteers: People of all ages, from all walks of life, who give their time and effort to help this Festival. This year, we hope to welcome about 150 volunteers. Without their assistance, our costs (and consequently your application fee) would be twice what they are. The only 'pay' volunteers get are a few tickets, and our thanks.