

## After Acceptance Procedures for LEFF

If your application is accepted as a participant in the 2015 Lake Effect Fringe Festival, the next step will be to confirm your scheduling. Because we accept applications through November 15, you will receive an e-mail shortly after that date informing you whether your application has been accepted, and if so, what dates we would like to schedule you for. Please note that we are scheduling each accepted applicant group for two performance dates and a load-in/put-in rehearsal. Your load-in may be an evening or an afternoon time, depending on the specific performance dates.

Below are listed the support services provided by the LEFF, and the responsibilities of your organization.

LEFF will:

-- Provide performance space at the Dog Story Theater. Dog Story Theater will collect 5% of the box office proceeds from all LEFF performances to put towards the rent of the space for the festival. LEFF will pay the balance of the rental. 95% of your organization's box office proceeds will go directly to you in the form of a check from the Dog Story Theater. Your organization is responsible for determining proper IRS reporting for these funds. *Please note that DST typically charges a rental fee and retains 20% of box office revenue from performances in their space, so the LEFF has arranged for you to have no up-front rental cost, and a minimal contribution of box office revenue for the use of the space.*

-- Include the name of your organization on the festival website, posters, postcards, press releases, and print advertising for the festival.

-- Include the name of your organization and the title of your production on festival posters, in press releases, and the festival program, and your brief organizational biography in the festival program.

-- Include the scheduling of your performance, with organization name and biography and performance title, on the festival website.

-- Handle all ticket sales for your event through the Dog Story Theater website and box office. Please note that the festival has one standard scale of ticket prices for all events, \$14 for adults and \$8 for students and seniors. In order to prevent oversales, your organization *may not* sell tickets independent of Dog Story's ticket sales.

-- Provide DST house and box office staff for all performances.

-- Provide a festival production manager who is available to help with your load-in and technical needs during your performance. You will meet or speak with this production manager in January in order to establish your needs for technical assistance.

-- Provide liability insurance for your load-in and performance under the Dog Story Theater's policy. Please note that this does not include coverage for your travel to the festival, or for any activities that you undertake when you are not directly involved in your load-in and/or performance. Also note that any of your organization's personnel who undertake behavior that knowingly and intentionally endangers themselves, other performers and technical personnel, or audience members may not be covered by this policy. You will be asked to sign a building use agreement with DST that establishes their guidelines for the use of the space.

Your organization is responsible for:

-- Creating any promotional materials for your performance beyond those listed above. If you do distribute further promotional materials, they must include the phrase "participant in the Lake Effect Fringe Festival" somewhere on the material, as well as the LEFF logo. We HIGHLY encourage you to publicize your event beyond the full festival publicity that we will be doing.

-- Creating and printing a program specific to your production if you want the audience to receive information beyond the name of your organization, the title of the production, and your brief organizational biography.

-- Providing all sets, costumes, and props for your production.

-- Securing, paying for, and providing all necessary permissions for performance, including performance rights for plays as well as any permissions from professional organizations such as AEA. You must provide proof of all necessary permissions to the LEFF by January 1, 2014.

-- Providing technical personnel if your production has technical needs beyond what can be covered by the festival production manager. If you require a light or sound board operator, your organization will need to provide that staff member.

-- Providing technical information to the festival production manager by the deadline provided by LEFF.

-- Providing personnel for your load-in and load-out.

-- Securing and paying for housing and food for all of your organization's personnel, if you are traveling from outside of the area.

-- Securing and paying for your transportation to and from Grand Rapids, if you are traveling from outside of the area.

-- Promoting the LEFF on your organization's social media and website. LEFF personnel will contact you with notices that should go out on social media regarding the

festival, and specific deadlines. We require that you provide a specific contact person who will be responsible for these PR duties.

-- Designating a representative to attend a mandatory organizational meeting in January prior to the start of the festival.

-- Collecting donations for the LEFF on-site at your festival performances. All donations made at performances will be tax deductible through the 501(c)3 status of the Pigeon Creek Shakespeare Company, which is one of the organizing groups involved in the planning of the LEFF.

### **Financial Arrangements**

The LEFF is paying the rental fee for use of the Dog Story Theater for the entire run of the festival. Your organization will receive 95% box office revenue from your event, and the DST will retain 5% of all box office revenue. You will receive a check and box office report from the Dog Story Theater. In January, we will collect contact information for the distribution of checks. As stated above, all LEFF performances will have standard ticket prices. The festival reserves the right to distribute a limited number of comps to members of the press and to significant financial contributors to the festival.