



2018 Feast Festival Artist & Community Event Guide Information

Feast Festival, 10th – 25th November 2018
www.feast.org.au
Registrations close at 5pm on Friday 18th May, 2018

Feast 2018 will showcase, celebrate and support a kaleidoscope of SA and interstate queer artists, culture and community.

Feast 2018 will follow the same format as it did in 2017. We look forward to welcoming and promoting all artists and community event organisers.

There will be a number of Information sessions prior to registrations closing. These will ensure all artists and event producers are informed about all aspects of being involved in Feast 2018 including, finding a venue, registering your event, marketing and publicity and any other ways we can assist you and support your event. It's also an opportunity to meet the Feast team.

We look forward to your participation in Feast 2018.

The Shape of Feast

- Feast will produce 2 events – Opening Night Party and Picnic in the Park.
- All other events will be registered events.
- As Feast won't be promoting shows produced by Feast the promotion of registered events will be Feast's focus.
- This will happen in the hard copy program guide, on the Feast website, on social media and all marketing and publicity opportunities.
- Feast Entrées are registered events that take place in the two weeks prior to Feast. Entrées can be an advantage if you'd prefer or need your event to be prior to Feast's Opening. If an Entrée date may suit you ring or email Feast's Producer Margie to talk about this option.
- Registered event organisers keep 100% of box office or entry fees.
- Margie Fischer, the Producer will program the Festival in liaison with registered events ensuring shows/events with similar audiences don't clash to maximise audiences.

Event Registration

Registrations are now open and will remain open until **5pm Friday 18th May**. Registration forms can be completed online at the website www.feast.org.au.



Registration Fee

All artists are required to pay a registration fee to participate in Feast Festival. The registration fee entitles you to:

- inclusion in the full colour program distributed to outlets locally and interstate
- centralised ticketing services with minimal fees (see Ticketing section)
- Your event listed on Feast's website www.feast.org.au
- Opportunities to participate in workshops and sessions to assist in promoting your event.
- Invitations to our program launch, VIP Soft launch and any other special events organised by Feast.
- Discounts from our sponsors

The fees are as follows:

CATEGORY	PRICE
Major funded Arts Organisations	\$300
Conferences/Festivals	\$250
Professional Performing artist's shows	\$200
Non-professional artist's shows	\$150
Visual arts	\$120
Literary Events	\$120
Community events	\$120

If you don't know what category best suits you, please contact Margie Fischer margiefischer@bigpond.com

Support for interstate performers

While Feast is not able to provide funding for airfares, accommodation and performance fees we can provide –

- Information and advice for artists who have not previously toured to Adelaide
- Contacts of reliable, skilled tech operators for your event
- Airport pickups and drop offs
- Advice on affordable accommodation
- Assistance arranging free accommodation in community members homes if available
- Detailed advice on publicity and promotion in Adelaide
- Tourist info about Adelaide and SA.
- Assistance to organise meet ups with community members and artists



Finding a Venue

You may have already made contact with them or are exploring suitable spaces. There are a number of queer friendly venues available for Feast events. One of these is Raj House, Feast's Hub at 54 Hyde St, Adelaide. Some don't charge hire fees, others do. There are also a number of visual arts spaces and galleries available for Feast exhibitions. If you already have a venue for your event then that's excellent. If you are interested in venues available please talk to Margie Fischer margiefischer@bigpond.com

It is the artist/presenter's responsibility to liaise with the venue of your choice and negotiate dates/times/bookings. Margie Fischer is available to provide advice and assistance in liaising with the venue of your choice. Where possible, please ensure you have contacted your preferred venue and planned arrangements for your season prior to submitting your registration form to Feast Festival.

Things to consider when finding a venue

- Capacity – is the venue too big or too small for your needs and how does the venue work with your type of event.
- Location – is it in an isolated spot with no additional foot traffic or access to public transport?
- Will the venue be assisting to publicise and market your event i.e. through its website and social media and e-news?
- Front of House – will the venue supply ticket staff and or bar staff?
- Technical facilities – what is included in your venue hire? Will you still be required to supply a PA and lighting and people to operate?
- Is the venue licensed? If you intend to serve alcohol it is important to check if the venue requires you to get a temporary alcohol licence.
- Will other events be happening during your hire that may have an impact upon your event i.e. noise bleed or will the space be used by others when you aren't?
- Venue accessibility – is there wheelchair access, are there lots of stairs and no lift?
- Toilets – are their toilets and are they sufficient?
- Contracts – it is important to get some sort of written agreement with your venue that, at the very least, makes clear between you and the venue what it is that is being agreed. If you are using a commercial venue then they will have a formal agreement that you will be required to sign and this should outline all the fees and charges including bonds and deposits.

If you would like/want advice on negotiating with venue management, once again contact Margie.



Venue Costs

It is your responsibility as an artist/presenter to cover venue costs and negotiate inclusions directly with your venue of choice. This includes checking whether front of house, tech staff (e.g. lighting/sound operator), bar services etc. are included in your venue hire package before confirming your booking. If unsure on how and what to negotiate with venue management contact Margie.

Technical Assistance/Requirements

It is the artist/presenter's responsibility to communicate directly with their venue regarding technical requirements. This includes equipment availability, staging, lighting, sound and crew. Please make sure you confirm with your venue, the technical requirements of your show, including any special requirements (e.g. catwalks or other special staging, as well as pianos etc.).

Ticketing

Ticketing for Feast Festival is handled centrally by Feast through Trybooking. Any tickets not sold through the ticketing system will be available for each registered event to sell at the door. Check with your venue whether they will provide staff to handle door sales, if not you will need to organise your own box office at the venue.

If your event is ticketed ticket prices are at the discretion of the artist. However, a minimum adult and concession price is required.

Please be aware that advertised ticket prices should be inclusive of fees and charges. These are, 30c per ticket from Trybooking and transaction fees that can be up to \$3. Feast takes no money from bookings. All charges are Trybooking and customer bank fees.

Marketing & Media

Feast will conduct a general marketing campaign for the Festival, which will include the production of a Programme Guide for distribution around Adelaide and Interstate. The program will also be on the Feast website as it has been in previous years. You are strongly encouraged to produce your own marketing collateral (e.g. poster, flyer) to promote your show. **Please remember that it is a condition of registration that all marketing material includes the Feast Festival logo.** This will be available for download on the website. Feast Festival will endeavour to publicise each show; however, coverage is not always guaranteed.

Presenters/artists are expected to promote their shows to the best of their ability and to generally spread the word via social media, mailing lists, promo performances or any other promotional opportunities you can source.



Feast will host several Artist/Presenter Publicity/Marketing Information Sessions to help and support all shows and events. The dates and times of these will be emailed to you in advance. We urge you to attend to maximise your knowledge about promotion opportunities for your event.

Complimentary Tickets

As a condition of participating in Feast Festival, we ask that you make available up to four (4) tickets per performance for Media attendance. This ensures the media (print, radio, etc.) can review your show if they approach us directly. If you do not wish your show to be reviewed by the media, please inform us via email when you confirm your registration.

Feast Festival also offers complimentary tickets to sponsors or other Festival supporters. We will always inform you of these comp requests (maximum 4 tickets per performance) and ask that you do not unreasonably withhold tickets.

Printed Feast Festival Guide

Registration for Feast Festival by Friday 18th May automatically includes you in the program guide which will be distributed in Adelaide, South Australia and Interstate in September and made available online. When you register, you will need to provide us with the following for inclusion in the guide:

- a 60-word event description
- a high-res event image (300dpi, minimum 1000 pixels wide/high)

Music: APRA and other licensing

It is your responsibility to ensure that you are working within relevant licensing regulations for live and recorded music. Most venues will be licensed for live music, but you need to confirm that you don't require any other type of permission. Visit www.apra-amcos.com.au for more information.

Financial Information

We will ask you to provide details such as your ABN so that we are tax compliant. Your bank account details are required to pay you your box office takings. Ticketing will be done by the Festival on behalf of artists, and reconciliation will occur as quickly as can be arranged by Feast via the ticketing company.

Public Liability insurance

Ask your venue if they have Public Liability Insurance and whether you can be included under their policy. If not, you should take out Public Liability insurance to cover against a member of the public being injured by a negligent act that is deemed to be your fault. If anything that you are responsible for (performance, set, artwork,



lights etc.) causes injury to an audience member (or any other member of the public) you'll be covered for any costs or liability incurred. If you need to take out a policy please let us know and we can forward information to you.

Workcover

Public Liability does not cover yourself or any member of your group for injury whilst performing. You may need to look at Personal Accident and Injury insurance or in some cases Work

Cover. For more information on Work Cover, visit www.rtwsa.com

Volunteer insurance

If you use volunteers for your event they are not covered under Workers' Compensation or your Public Liability Insurance. Discuss this with your insurance provider and at the very least, have your volunteers sign a release form indicating that they are responsible for their own insurance in the event of an injury.

We are here to provide you with any support you need to be part of Feast 2018. Don't hesitate to contact us.

Producer | **Margie Fischer** margiefischer@bigpond.com | 0417863717

Marketing/PR Coordinator & Artist Services | **James Landseer**
marketing@feast.org.au | 08 8463 0684



IMPORTANT 2018 FEAST DATES

March	Artist Registrations open
March	Information session and meet the Feast Team
18 May	Artist registrations close
1 June	Artist guide entry sent to designers
22 June	Feast Guide advertising bookings close
22 June	Deadline for artist copy for program closes
3 July	Email artists program entry for editing
6 July	Deadline for artist edits
13 July	2 nd draft of guide to artists
17 July	Deadline for 2 nd artist edits
27 July	Guide Complete
15 August	Marketing and Publicity workshop
<u>6 September</u>	<u>Feast program launch</u>
7 September	Feast 2018 Guide distributed
12 September	Meet the media session
4 October	Marketing and Publicity workshop session 2
<u>8 November</u>	<u>VIP & Artist Soft Launch</u>
<u>Sat 10 Nov 6pm- 7.30pm</u>	<u>Adelaide Pride March</u>
<u>Sat 10 Nov 7pm- 1am</u>	<u>Feast Opening Night Party – Migration Museum</u>
	<u>Feast Queer Arts and Cultural Festival begins</u>
Sunday 25 November	Picnic in the Park Closing event