



2020 Feast Festival Artist & Event Registration Information

Feast Festival, 7th – 29th November 2020

www.feast.org.au

Registrations close at 5pm on Monday 13th July 2020

Feast 2020 will showcase, celebrate and support a kaleidoscope of SA and interstate queer artists, culture and community as part of the Festival and our broader initiative of “Pridevember” – Pride Month in SA.

Feast 2020 will follow the same format as it did in 2019. We look forward to welcoming and promoting all artists and community event organisers.

COVID-19 Notice –

Feast is remaining up to date with all the latest communications from the Australian Government and at this point in time the Festival will proceed as planned. If there are any changes to this, you will be notified as early as possible.

We ask artists and event organisers who register to please consider how their event could be accessed either online or to comply with physical distancing measures **as a contingency plan** in response to COVID-19. Those who have already started planning their event are encouraged to consider presenting it in a different format. Possibilities include online events via Youtube, Patreon etc, DIY walking tours, recording an artist talk, or a Facebook Live event. In Feast’s first Artist and Event Information Session on Monday 18th May we will discuss various options to help with your planning.

If you are seeking information on COVID-19, visit www.health.gov.au or call the Australian Government Department of Health Coronavirus Information Line on 1800 020 080.

There will be an information session prior to registrations closing and a few later. Due to COVID-19 these sessions may take place via an online video platform, but we will ensure that we keep you informed of these changes.

The information sessions are to help ensure all artists and event producers are informed about all aspects of being involved in Feast 2020 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 2020.

The Shape of Feast

- Feast will produce 3 events – Carnival Opening Night Party, Picnic in the Park and Picnic After Party
- All other events will be registered events.
- The promotion of registered events will be a major Feast focus
- Events will be featured in the hard copy program guide and on the Feast website
- Feast aims to promote all registered events via Feast’s own social media, e-news and all marketing and publicity opportunities.
- Registered event organisers keep 100% of box office or entry fees.
- Feast 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 Monday 13th July**. Registration forms can be completed online via the website www.feast.org.au.

Registration Fee

Due to COVID-19 Feast is offering **FREE** registrations to all applications. We also have a “**Pay As You Can**” option, where you can donate as little or as much towards our regular registration prices (see below) that will be fully tax deductible. The choice is entirely up to the individual or organisation.

Registration 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 and any other special events organised by Feast.

If you are making a registration **payment/donation** it is due **NO LATER THAN FRI 31st JULY**.

The fees are as follows and are the same as 2019:

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 James Landseer (marketing@feast.org.au).

Please make your payment/donation via our website here: <https://www.givenow.com.au/feast-adelaide-queer-festival>

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. 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, that's excellent. If you are interested in venues available, please talk to the Feast team.

It is the artist/presenter's responsibility to liaise with the venue of your choice and negotiate dates/times/bookings. Feast 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.
- Accessibility – is the venue wheelchair accessible (we encourage you to choose accessible venues where possible)
- 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, wheelchair accessible toilets, are there lots of stairs and no lift?
- Toilets – are there 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 Feast.

Participating Venues

This year, due to COVID-19 we have several venues offering free venue hire to Feast artists. Below are the contact details for each, it is up to the individual artist and event organisers to contact the venues.

Diverse-City - 116 Grote Street, Adelaide - Variety Hub, suitable for a range of events.

Contact Sue Gallpen: sue@diverse-city.com.au or 0432 167 170

<https://www.facebook.com/DiverseCityAdelaide>

Sparkke at the Whitmore - 317 Morphett Street, Adelaide - suitable for a range of events.

Contact Michael Haddad: michael@sparkke.com

<https://www.sparkke.com/>

The Odeon - 57a Queen Street, Norwood - Variety Hub suitable for a range of events.

Contact Nick Hays: nick@adt.org.au

<https://adt.org.au/about-the-venue/>



The Treasury 1860, 144 King William Street, Adelaide - Variety Hub suitable for a range of events. Contact Anna Thomas: anna@treasury1860.com.au
<https://www.treasury1860.com.au/>

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 James.

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, 50c 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 sent to you once registrations have closed. 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 promote each event at a minimum of one post across either Facebook, Instagram, Twitter and our E-News Hello Feasters – due to the sheer number of events more promotion cannot be guaranteed.

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 Monday 13th July automatically includes you in the program guide which will be distributed in Adelaide, South Australia and Interstate in October 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.

Content & Language

Feast Festival aims to be one that is inclusive and celebratory of all parts of the LGBTIQA+ communities. Although Feast does not curate the Festival's program of events, Feast encourages artists to put on events that also share this ethos, and does not support events that might include racist, homophobic, transphobic, sexist and ableist content. Feast will provide artists with information for making events inclusive of all parts of our community. Please see the attached *Suggestions for Creating Inclusive Events* for more information.

Financial and Reporting 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.

We ask all artists to keep a record of their door sales (or provide a reconciliation to Feast if using another ticketing service) so Feast can accurately report on attendance figures to all funding bodies at the conclusion of the Festival.

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 2020. Don't hesitate to contact our Marketing and Business Development Officer | **James Landseer** marketing@feast.org.au | 08 8463 0684



IMPORTANT 2020 FEAST DATES

Mon 4 May	Artist Registrations open
Mon 18 May 6pm	Information session and meet the Feast Team If this date/time doesn't work for you email James marketing@feast.org.au
Mon 13 July 5pm	Artist registrations close
Fri 31 July	Final date for payment/donation
Mon 3 August	First draft of artist event descriptions
Thurs 6 August	Artist's return edits back to Feast
Mon 10 August	Artist's event descriptions sent to Graphic Designer
Mon 17 August	Artist Info Session 1 – General info, Ticketing, Marketing and Publicity
Mon 24 Aug	Feast to send program draft to artists for sign off.
Mon 14 Sept	Guide Complete
Mon 21 Sept	Artist Info Session 2
Thurs 8 October	Feast program launch
Fri 9 October	Feast 2020 Guide distributed
Mon 12 October	Artist Info Session 3 – Touch Base and Update
Mon 26 October	Artist Info Session 4 - Marketing and Publicity Update
Sat 7 Nov	Feast Carnival Opening Night Party – Migration Museum
	Feast Queer Arts and Cultural Festival begins
Sun 29 November	Picnic in the Park and Picnic After Party