

Company & Artists Information Form

Please fill this in having read the accompanying notes on pages 4-5. Please submit pictures with this Information Form.



Contact Details

Company Name	
Main Contact	
Position/Job	
Address	
Postcode	
Telephone No 1	
Telephone No 2	
Fax No	
Mobile No	
E-Mail	
Website	

Who are your contacts for?

<i>Artistic Direction</i>	
<i>Administration</i>	
<i>Marketing</i>	
<i>Technical</i>	
<i>When on tour</i>	

Company Information

Are you a Limited Company?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you VAT registered?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have Public Liability insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>Public Liability Insurance level</i>	£	
Which Arts Council Region are you based in?	Choose region (Select not applicable if outside England)	
ACE National Portfolio Organisation (NPO)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Worked with other touring schemes?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>Which schemes?</i>		

Technical (See notes)

Ideal performance area (Width, depth, headroom)

Absolute minimum performance area

Relationship to audience (End on/Thrust/Round or options)

Seating format (Theatre style or Tables or options)

How will you deal with sightline issues if no or inadequate stage?

Do you tour your own lighting?

Yes No

Control point space and position?

Lighting stands position?

Do you tour your own sound?

Yes No

Are there any special effects (Smoke etc)

Yes No

Details of special effects

What is your required Get In time?

hours before doors open

Get Out time?

What is the running time of the show?

Is there an interval?

Yes No

Do your tour a technician?

Yes No

Have you a risk assessment for this show?
(Nb: We may ask to see this, especially for drama)

Yes No

Finances and Expenses (See Notes)

Have you received any Arts Council funding for this show?

Yes No

What is the Fee for this show?

Details of any multiple booking discounts

Is the fee inclusive of travel costs?

Yes No

If not please detail additional costs

Does the fee include print listed in marketing section?

Yes No

If not please detail numbers (See notes)

Refreshments (See notes)

Please give details of numbers, when you like refreshments and any special dietary requirements.

Details of any basic needs for the performance/interval e.g. water.

Information Form Notes

The Show

Specific Show Features: Shows change during their development, however it is important that we know as much as possible about the show now. Please include on a separate sheet as much as you can about the show including:

- What the show is like (synopsis, style, visually, musically)
- Number of performers
- Type/style of music in the show – is it live?
- Set description
- Writer, Director, Designer
- Is there anything about the show that is particularly interesting? (Clever set, famous performer?)
- Is there anything about this show that you think is particularly suitable for people with impairments?

Menu Copy: Please provide 200-300 words of copy for our Menu. This should be written with a view to telling the local Promoter why they should put on this show in their local venue for their audience.

Developing Shows: If you are put in the menu, please ensure that we are kept up to date with changes show that affects the marketing or technical aspects of the show. Classic issues that have arisen that we would absolutely need to know about ASAP:

- Change of show title
- Nos of performers
- Space requirements (Once its in the menu, asking for a larger performance area is a huge problem for us; requiring less can result in more bookings)
- Script – has swearing, nudity etc crept in during the development process!

Marketing and Print

Images: We will need images to help us assess your show and for the online Menu immediately (please submit with this form), then subsequently for selling the show to audiences on website(s), What's On Diary, press and any other print or online opportunities:

- Colour images. 300ppi. 10x15cm is an ideal size (1800 pixels x 1200 pixels). Ideally several images in different formats (Landscape/Portrait)

Target audiences: In our menu we categorise each show to help promoters choose which ones would work best for different audiences in their venue. Please tell us which one you best suit (+ an age range) however feel free to expand on this very basic information!

- Adults/Older children (+age range): Suitable for adults and older children;
- Adults/Family (+age range): All ages can enjoy the show. But not for large “groups” of children;
- Family (+age range): Aimed at a younger audience. Will be enjoyed by accompanying oldies!
- Children (+age range): Particularly aimed at a young audience including “groups” of children.

Print: Delivery dates, quantity, quality (including the stipulation that it goes through our photocopier) and overprint space will be agreed before you go in the Menu and will be specified on your contracts. There are penalty clauses relating to these points. If you provide print (much preferred!):

- Quantities: At least **500 leaflets** and 30 posters per event;
- Delivery: A minimum of 10 weeks before a show;
- Overprint space: At least 20% of leaflet/poster should be clear space;
- Size/Shape: At least A4 & A5's. A few A3 are useful for larger display sites. Please tell us **now** if you are planning non standard sizes/shapes/folds/weight;
- Quality: High gloss finishes are not obligatory for a good quality leaflet. The following materials cannot be overprinted using our photocopier: varnished/coated paper, heavy weight paper or card or very flimsy paper and non standard sizes. We can provide samples which work and a Fact Sheet on print.

If you don't provide print (We much prefer if you can provide professionally designed print) we can produce in-house publicity on 100gsm paper and a digital photocopier. If you do not provide print we need to know this before you go in the menu.

Please call us to discuss. We can also email you a Fact Sheet on our Print needs

Technical

Performance areas: Tell us your IDEAL performance area (Height (headroom), width & depth) and your absolute MINIMUM performance area. By performance area we mean everything required to fit any set and required 'offstage' areas. NB: If you require a 20' x 20' area, only 25% of our venues can even consider booking you. If you can manage 15' x 15' this becomes approx 50%. (Flexibility as regards less width for more depth and vice versa can make all the difference)

Seating layout: i.e. 'theatre' style in rows or can you work in a more informal 'cabaret' layout with tables and chairs. The latter tends to give a different feel to the evening with a different interaction between audience and artists, to the more formal theatre style.

Finances and Expenses

Ideally we want an all in price for the show that includes travel, accommodation and publicity. However if you can offer a more attractive price by only including accommodation and/or travel on a case by case situation then please give prices on this basis.

Travel expenses: We much prefer an inclusive price, especially if based in W or E Mids, but if travel is extra then we pay a max of 30p/mile for the round trip. We need to know how many vehicles and we don't cover the cost of getting to any subsequent non Live & local performance.

Print: We do not pay extra for print. If you provide leaflets and posters, then the price for the show should include provision of 500 x A5 (or equivalent) + 30 x A4 (or equivalent) that meet our print guidelines (see below re print. A full Factsheet is available).

Accommodation: Live & Local does not book accommodation, nor do we encourage our Promoters to provide accommodation. We will pay up to £25/head for accommodation subject to agreement and the following guidelines:

- Performers and stage management/technical staff only.
- Only on the night(s) after performance(s).
- Not after last performance of a run or after one offs, apart from for people who have further than 80 miles to travel either to base or to a performance for another NRTF member.
- People who have further than 80 miles to travel either to base or to a performance for another NRTF member.

Hospitality and Refreshments

See above regarding accommodation.

Please request your refreshment needs however please do not assume that every Live & Local promoter is in a position to provide meals. Live & Local does not expect them to provide food unless agreed and confirmed. However we do ask that at least tea and coffee making bits and pieces are available.

Additional Support

Please also visit our website to see other information to help you including:

- 1) Eyes Wide Open: the NRTF Guide to Rural Touring.
- 2) About Live & Local: Information for artists and companies who are considering putting themselves forward for work on the Live & Local community performance scheme.
- 3) Publicity/Print: Guidelines for what print we prefer from Companies.
- 4) This Company Information Form: Live & Local Company/Show Information submission form.

<http://www.liveandlocal.org.uk/GetInvolvedArtists.htm>