

BRISBANE FESTIVAL

presents

UNDER THE RADAR 2010

APPLICATION INFORMATION

**SUBMISSIONS CLOSE Tuesday 2 March 2010
6PM (QLD Time)**

FOR MORE INFORMATION:

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TO APPLY:

Go to: www.brisbanefestival.com.au

DATES:

UNDER THE RADAR - 10 to 25 September 2010

CONTENTS

1. ABOUT UNDER THE RADAR.....	Page 3
1.1 What it is	
1.2 Brief history	
1.3. About the programme	
2. THE APPLICATION AND SELECTION PROCESS.....	Page 4
2.1 Applications	
2.1.1 Categories	
2.1.2 Eligibility	
2.1.3 Selection criteria	
2.1.4 Support material	
2.2 Selection committee	
2.3 Dates and deadlines	
3. THE DEAL.....	Page 7
3.1 In-Theatre	
3.2 Street Feats	
3.3 Ticketing	
3.4 Venue and technical information	
3.5 Marketing and publicity	
3.6 General support	
4. ARTISTS' RESPONSIBILITIES.....	Page 9
5. OTHER IMPORTANT THINGS TO CONSIDER BEFORE APPLYING.....	Page 10
5.1 The legalities	
5.1.1 Insurances	
5.1.2 Australian Business Numbers	
5.1.3 Visa's	
5.1.4 Liquor Licensing	
5.2 Technical, storage and freight	
5.3 Funding and Sponsorship	
5.4 Logos and approvals	
5.5 Marketing and Promotion	
5.6 Show life/Shelf life	
6. TERMS AND CONDITIONS.....	Page 12

1.1 WHAT IT IS

UNDER THE RADAR is a 16-day curated performance-based festival presented as part of Brisbane Festival that celebrates new work by emerging, mid-career, independent and experimental artists. It provides a platform for these artists to play, perform and be noticed within a major international Arts Festival. UNDER THE RADAR provides a supportive environment for artists and collectives to create and present exciting and unique performance works in Brisbane. It is inspired by the concepts of opportunity, adventure, anarchy, discovery and diversity and has two main programme streams – In-Theatre and Street Feats.

1.2 BRIEF HISTORY

UNDER THE RADAR is a new festival with a long vision. For Brisbane Festival 2006, Artistic Director, Lyndon Terracini included a fringe festival for the first time. This inaugural festival was called “Brisbane Festival Theatre Fringe @ Metro Arts” and featured 13 Australian companies and 1 Alaskan group. It was focused on theatre performances and presenting fringe and independent artists alongside the main festival programme. For Brisbane Festival 2008 the name was changed to UNDER THE RADAR in recognition that new work, new art forms and new directions in practice by the independent sector are often under the radar of major festival programs. The 2008 event presented at Metro Arts included 26 Australian productions. The 2009 Festival featured 17 Australian in-theatre productions and the addition of the ‘Street Feats’ programme – a site specific, street and public performance element that featured 9 Australian productions throughout the Brisbane CBD.

1.3 ABOUT THE UNDER THE RADAR PROGRAMME

UNDER THE RADAR 2010 runs from Friday 10 – Saturday 25 September 2010. There are two main programming components to UNDER THE RADAR: In-Theatre and Street Feats.

The In-Theatre programme supports a wide variety of performance genres and styles which are all presented as ticketed shows within a curated performance schedule. There are a variety of venue sizes and styles available from small gallery-style spaces, studios and conventional theatre settings. The venues come with front of house support, artists green room and limited dressing room access. The applications for the In-Theatre programme are divided into four categories: Physical, Theatre, Sound and Inter-Arts.

Street Feats was a new component in 2009 and returns in 2010 to showcase performance-based works presented within public spaces. These works can be site specific performances, intimate experiences, street theatre, roving circus acts, interactive installations, shopfront shows...anything that is able to be presented in a public space and includes a live performance or facilitation element. Depending on the nature of the work, it is likely that the Street Feats events would be free. However if works are able to be separated from a totally public experience we may consider ticketing the event. The venue/locations will be decided by Brisbane Festival in consultation with the artists. In addition, Street Feats artists will have access to facilities at the In-Theatre venue such as the green room etc. The performance schedule will be curated with the whole of UNDER THE RADAR in mind.

APPLICATION AND SELECTION PROCESS

2.1 APPLICATIONS

The application process for UNDER THE RADAR is online and electronic only. Hard copy applications are not available or accepted. To apply, please follow these simple steps:

- Step 1. Read this Handbook from start to finish
- Step 2. Call the UNDER THE RADAR Producer to discuss your project (optional)
- Step 3. Select the appropriate programme – Street Feats or In-Theatre, then the appropriate category
- Step 4. Collate application and support materials
- Step 5. Submit online application form and support materials by 6pm (QLD Time) Tuesday 2 March 2010
- Step 6. Keep a record of the e-reference number you are given for your application as this will assist with any enquiries

NB: You are not able to save drafts of your online application form. We advise you to draft your application in a word document and copy and paste the information when you are ready to submit the application in full.

2.1.1 CATEGORIES

STREET FEATS PROGRAMME

Performances that are created for the street, shop windows, outdoor and public places in Brisbane ie. street theatre, guerrilla theatre, public performance art, flash mobs, site specific work etc

IN-THEATRE PROGRAMME

Performances that are created for theatres or indoor performance spaces in any of the below categories:

Theatre	Performances based mostly in text and prop based images ie plays, puppetry, storytelling, verbatim, junkyard, theatre of image etc
Physical	Performances created using the body as a vice to tell a story and where the use of the body out weighs verbal communication ie dance, dance theatre, circus, physical theatre, mime etc
Sound	Performances which use music and sound as the primary medium ie music theatre, cabaret, burlesque, audio installations, song cycles etc
Inter-Arts	Performances which do not strictly fit into any of the above categories and use a variety of performance tools and mediums to present the work ie. contemporary performance, live art, performance art, multi-media performance works, Inter-arts etc.

In-Theatre applicants must submit to one category. Please choose the category that best represents your work. If you are unsure which category your work fits in to please contact the UNDER THE RADAR Producer to discuss the best option.

2.1.2 ELIGIBILITY

UNDER THE RADAR is a festival of NEW works, you must be able to comply with at least one of these statements to be eligible to apply:

- The work is a brand new development, never ever been seen before
- The work is new or recent and is premiering in Brisbane
- The work has been seen in Brisbane but has been significantly re-developed
- The work has never been presented in a festival context and has had no more than two previous seasons.

The work MUST also contain a live performance element.

One application is allowed per company/collective/main artist per category. Individual artists/performers or crew within the work can be included in more than one application, however the main artist/group is only able to apply once per category.

It is preferred that In-Theatre works run for 60 minutes or less.

2.1.3 SELECTION CRITERIA

Applicants are required to respond to these criteria within the application form. The Selection Committee will be assessing applications against the applicants ability to respond to this criteria. You will have 500 words to respond to these four criteria.

1. **UNIQUENESS & INNOVATION** - How is your work different to other works and what makes it exciting and compelling?
2. **PROOF OF PLANNING** – How have you and will you prepare for this work to ensure it is a success and smooth operation? (Feel free to provide evidence in optional support materials, ie Project timeline or budget etc)
3. **ARTISTS ACHIEVEMENTS** – What have you and your team achieved artistically to date and how will this work extend your current skills or grow new skills?
4. **CONTEXT** – Why is this work suited to a festival of new, independent, emerging and experimental works in Brisbane?

2.1.4 SUPPORT MATERIALS

Word/text documents less than 2MB can be uploaded within the online application form, however, still images, video and audio files, such as any footage, pictures, music, sound or animations will need to be linked to another public website (no private sites requiring passwords allowed) or , if necessary, posted to us on CD.

SUPPORT MATERIALS YOU MUST SUPPLY:

- A current biography for the company/main applicant. Max 500 words (A Biography not a CV!)
- Short biographies of the main creative team (I mean short! No more than 250 words per person)
- At least 1 current letter of support or professional reference for the company/applicant (This **MUST** be current and from an industry professional)
- 2 samples of the production or production research EG. Script excerpts (Max 5 pages), creative vision, details of inspiration, images, design concepts (Please note: Video or music files and still images must be posted in or linked to other medium)
- Footage or audio recordings of your work. This can be documentation from prior developments of the work you're applying with OR it can be examples of the artists previous work. (Please ensure you put this work in context eg. If it is a DVD of the main performer in a similar style of performance to your application, please include an accompanying note detailing this information within the application)

ADDITIONAL MATERIALS THAT YOU CAN SUPPLY IF YOU HAVE THEM AVAILABLE

- Stage or design plans
- Reviews/comments
- Marketing material from previous productions
- Additional CD/DVD's of the production or developmental stages or previous work
- Evidence of planning ie. Timelines, budget etc

What to do with your images, sound & video files:

Option 1 (preferred option): Post them on a public site eg. MySpace, YouTube, Your own website, flickr, photobucket & load the link into the support materials section of the application form. Please ensure you include the full link including the <http://www> before the site address.

Option 2 (preferred option): Send your files via YouSendIt to undertheradar@majorbrisbanefestivals.com.au , include your e-reference number & category in the subject line and sign it off from the main artist/applicant. www.yousendit.com

Option 3: When option 1 & 2 have both failed you: Burn files on either CD or DVD and post 5 copies to:

UNDER THE RADAR
PO Box 3943
South Brisbane
QLD 4101

(Make sure they are post marked by 2 March 2010 or they won't be accepted)

Here's a hint, make sure you test that your CD's, DVD's and linked websites all work properly before you send them through. They can't support you if they don't work.

2.2 SELECTION COMMITTEE

The UNDER THE RADAR programme is selected by an independent national selection committee. The Brisbane Festival Artistic Director sets the curatorial framework, but does not participate in the decision making process. The selection committee is appointed by Brisbane Festival according to their artistic field and experience in one or more of the UNDER THE RADAR application categories (ie Physical, Sound, Theatre, Inter-arts, Street Feats). There are a maximum of 11 people on the committee.

The Selection Committee is given four (4) weeks to assess each application and from their initial assessment a shortlist is developed. The selection committee then meets in Brisbane to discuss each shortlisted application and determine the final list of selected works.

2.3 DATES AND DEADLINES

EXPRESSION OF INTEREST DATES

Calls for expression of interest OPEN	December 2009
Calls for expression of interest CLOSE	Tuesday 2 March 2010
Panel meetings in Brisbane	Thursday 22 – Saturday 24 April 2010
Applicants notified	Friday 30 April 2010
Generic feedback provided to all applicants	Friday 30 April 2010

PROCESS DEADLINES FOR SUCCESSFUL APPLICANTS

Detailed technical specifications due	May 2010
Entertainment Visa applications due (international artists)	May 2010
Publicity due (high res images, bios, show copy)	May/June 2010
Contracts finalised	June/July 2010
Public Liability Insurance certificates due	July/August 2010
Tickets on sale, sales reports commence	August 2010
Final schedules and logistics confirmed	August/September 2010
In-Theatre Bump in commences	Monday 6 September 2010

FESTIVAL DATES

Brisbane Festival Programme Launch	July 2010
UNDER THE RADAR Programme Launch	August 2010
UNDER THE RADAR	Friday 10 – Saturday 25 September 2010

THE DEAL

UNDER THE RADAR prides itself on creating a supported platform for artists to try new things. We hope to be able to provide every artist with a killer opportunity to expand their creative networks; to be recognised for their style and quality of work; and the chance to perform alongside Australia and the world's best artists.

In addition to the experience of participating in a festival of like-minded artists and creators, the successful applicants also receive the following:

3.1 IN-THEATRE

- 100% of box office takings (minus GST and ticketing fees)
- a season of 5 shows
- a free venue for performances (including dressing room and green room access)
- production/technical assistance for performances (ie. one technician for bump in, shows and bump out)
- Front of House support for performances
- inclusion in the UNDER THE RADAR printed programme, the Brisbane Festival website and an umbrella marketing and publicity campaign
- discounted tickets to other Brisbane Festival productions

3.2 STREET FEATS

- a set fee based on the average income of an in theatre performance (plus GST if applicable) OR 100% of box office takings (minus GST and ticketing fees) where ticketed, if applicable
- a season of 5 performance sessions
- free venue/location access to an arranged outdoor/public performance space or spaces
- relevant council or performance permits arranged by Brisbane Festival
- production/technical assistance for performances (ie. one technician for bump in, shows and bump out)
- Front of House support for performances
- inclusion in the UNDER THE RADAR printed programme, the Brisbane Festival website and an umbrella marketing and publicity campaign
- limited access to dressing and green room facilities
- discounted tickets to other Brisbane Festival productions

Brisbane Festival will also arrange and cover the costs associated with international artists obtaining a Temporary Entertainment Visa for their performances as part of UNDER THE RADAR.

3.3 TICKETING

Tickets prices for all UNDER THE RADAR events are determined by Brisbane Festival, in line with the broader festival program. Proposed approximate prices for 2010 are \$20/full price; \$15/concession, under 26, seniors and groups 10+; and \$10/rush tickets. Brisbane Festival may also consider a ticket package for UNDER THE RADAR performances.

Brisbane Festival engages an independent ticketing provider to manage all UNDER THE RADAR related ticketing.

Brisbane Festival covers expenses associated with:

- Ticket builds and briefs
- Ticket sales in the lead up to the event
- Box office staff for the Festival
- A set amount of complimentary tickets (assigned when the venue capacity is confirmed)

UNDER THE RADAR artists cover:

- The cost of any complimentary tickets they request for their production above the limit set by Brisbane Festival (approximately .35c per ticket)
- The Booking Fee for each ticket. This cost will be deducted from the advertised ticket price for each ticket. This fee is set by the ticketing provider; it is usually between \$1 - \$3 per ticket.

All Box office income will initially go to Brisbane Festival. The ticketing fees (and any additional fees if applicable) will be deducted and the company will be provided with a Final Account breakdown of the box office income. This net box-office income will be paid to each artist/company upon receipt of their invoice.

3.4 VENUES AND TECHNICAL

VENUES

In-Theatre

The UNDER THE RADAR producer will work with selected artists to ascertain the most appropriate venue for each work. There will be a range of spaces available from studio spaces, to conventional theatre spaces and smaller grittier spaces. So please indicate what type of space you would prefer within your application. The following is taken into account during the initial conversations for the In-Theatre programming:

- Availability of artists/groups for scheduling
- Balanced programming (ie scheduling complementary productions together etc)
- Works that could share a venue
- Works that could be double billed or teamed in an interesting way.
- Technical specifications

Street Feats

The UNDER THE RADAR team facilitates and manages all venue and public performance negotiations including any relevant council permits. There are obviously safety laws that regulate public areas, so it sometimes takes some negotiation and some compromise to find a suitable and safe space that suits the specific, technical and audience requirement of each Street Feats work. If you have a specific location in mind for your performance, please indicate this at the time of the application.

TECHNICAL

We will endeavour to provide as much of the technical requirements as possible, however there is a chance that we will request that you simplify your requirements or provide some materials at your own cost. We will design a generic lighting, sound, vision, effects and staging specification for each of the In-Theatre venues based on the generic requirements of all of the shows programmed in a venue. Please consider that the technical supply will be basic when developing your application.

Street Feats works will be assessed on a case by case basis. If your work has complex technical or high power requirements, or if there are elements of high public risk, you may need to simplify the requirements or modify the work.

3.5 MARKETING AND PUBLICITY

Brisbane Festival generates an UNDER THE RADAR marketing and publicity campaign which promotes the UNDER THE RADAR brand and event as a whole. This campaign includes an UNDER THE RADAR page in the Brisbane Festival brochure, a programme brochure for UNDER THE RADAR, and other UNDER THE RADAR collateral. Brisbane Festival also seeks out a media partner to provide advertising and editorial opportunities regarding UNDER THE RADAR and artists. Media often approach the Festival in response to performances, so there is also the chance that your work may be reviewed or covered in editorial at the request of a media outlet.

3.6 GENERAL SUPPORT

As a successful artist in UNDER THE RADAR there is an additional level of support provided to assist artists by the UNDER THE RADAR team. Whilst there are limitations to the level of personal involvement possible, the programming and technical team make every endeavour to assist artists to have a smooth and enjoyable experience at UNDER THE RADAR, this includes arranging meetings with support or auspicing bodies, links to technical and logistics information, contact details for publicity personnel and an awareness of the local arts industry, trends and sound geographical knowledge.

ARTISTS RESPONSIBILITIES

As a successful applicant, you are responsible for the following:

- All rehearsal and development arrangements and costs;
- Presenting the work to a high artistic standard, as per your application;
- Managing, contracting and paying all artists, crew, designers and personnel involved with your work (whilst we can supply you with a technical assistant we strongly advise you to engage a technical person who is familiar with your work);
- Organising and covering the costs associated with travel, freight, accommodation, per diems, and any relevant insurances;
- Obtaining any performance rights for any scripts, music or images etc and paying the relevant royalties;
- Providing any additional technical equipment required. This equipment must have a current safety tag;
- Completing your load in, plot, tech rehearsal, dress rehearsal and opening performance on the same day;
- Bumping out immediately after the final performance;
- Holding current Public Liability Insurance to the value of \$10 million to cover all creative and technical personnel involved with the production or performance;
- Providing high resolution images, suitable for inclusion in a programme brochure;
- Providing biographies of the creative team and a suitable show blurb to be included in marketing collateral;
- Creating and distributing a marketing campaign for your work, as well as including relevant Festival logos and billing and obtaining relevant approvals;
- Developing and implementing your own publicity campaign to obtain reviews and listings;
- Maintaining consistent communication with the UNDER THE RADAR Producer and Technical Manager regarding venues, technical, promotions, ticketing etc; and
- Providing correct financial institution and business arrangement details to invoice for income earned from performances.

OTHER IMPORTANT THINGS TO CONSIDER BEFORE APPLYING

5.1 THE LEGALITIES

As an artist engaged by a major Festival you have many rights and obligations legally. Here are a few pointers on items to research and ensure you understand your rights in these areas before submitting an application to UNDER THE RADAR.

5.1.1 Insurances

All artists involved with UNDER THE RADAR will be required to hold Public Liability Insurance to cover themselves in the event of injury to the public caused by their actions or work. Brisbane Festival and each venue/location will hold this cover to the value of no less than \$10 million as well. Insurance policies differ in price from different brokers as well as based on the type of work. Please ensure you are aware of the costs and requirements before applying.

5.1.2 Australian Business Number (ABN)

Brisbane Festival requires each company/collective/main artist engaged with UNDER THE RADAR to hold an ABN in order to invoice for income. International artists will need to check the Australian Taxation Office (ATO) website to confirm their tax responsibilities whilst earning money in Australia.

5.1.3 Visas

Brisbane Festival will sponsor the Temporary Entertainment Visas for successful International Artists. We will submit all relevant paperwork as supplied by you. Whilst we will make every attempt to obtain the Visas for your team, we cannot guarantee the success of the applications.

5.1.4 Liquor Licensing

If your work involves artists or patrons consuming alcohol during or as part of the performance, please contact the Producer before applying and ensure you include details in your application. Liquor Licensing is specific in each Australian State and Territory, it is important to ensure what you are proposing is legal in Queensland. We will also need to determine whether it can be covered by any established Festival licenses. In some cases obtaining a liquor license may become your responsibility.

5.2 TECHNICAL, STORAGE AND FREIGHT

As mentioned many times, selection for UNDER THE RADAR does not guarantee that we can provide all the required technical elements for your work. It is wise to assess your technical specifications and know what can be eliminated or simplified before you apply. It is also advisable to research local suppliers and get quotes on gear that may be unusual or particularly high-tech before you apply.

There is very little storage available at the In-Theatre venues, if your work will require a large set or any large prop items they must only be delivered on the morning of your opening performance. Interstate and international artists needing to freight materials will need to liaise with the UNDER THE RADAR Technical Manager to ensure there is space for deliveries and that there is a suitable loading point for any large trucks etc.

Depending on the location, it is likely that Street Feats works will need to be set and struck daily. There are very limited storage facilities available for Street Feats artists, please consider this when planning your work.

5.3 FUNDING AND SPONSORSHIP

UNDER THE RADAR artists are encouraged to source their own funding for their works. However please be aware that any conflicts with major sponsors of Brisbane Festival may limit acknowledgement to your sponsors within Brisbane Festival produced materials. Brisbane Festival will not source funding or sponsorship on your behalf, however we can supply letters of support for selected UNDER THE RADAR applicants.

5.4 LOGOS AND APPROVALS

Due to space limitations, UNDER THE RADAR artists are allowed a maximum of three logos on any Brisbane Festival produced marketing materials. Artist produced materials can include as many logos as required but

must also include acknowledgement to Brisbane Festival, Brisbane City Council and the Queensland Government. For this reason, any materials produced by UNDER THE RADAR artists must be approved by Brisbane Festival to ensure the logos and presenting lines are included and placed correctly. These approvals can take up to three (3) days. As part of UNDER THE RADAR and Brisbane Festival all marketing and promotional materials will need to include a presenting line decided by Brisbane Festival.

5.5 MARKETING AND PROMOTION

Due to UNDER THE RADAR running concurrently to Brisbane Festival there is a significant amount of creative works being promoted in the greater Brisbane region simultaneously. It is wise to consider a unique and detailed marketing and publicity campaign that plays on your works features and, if possible, seeks out a niche market. It is also important to consider a variety of marketing strategies. Remember that Brisbane Festival will provide a general marketing campaign that promotes UNDER THE RADAR. It is up to you to create and distribute marketing materials that promote your individual show.

5.6 SHOW LIFE/SHELF LIFE

If you are selected for UNDER THE RADAR think about the considerable time and resources going in to the work and how to maximise its performance outcomes. If you feel your work can tour, we strongly suggest planning a longer season from the outset to allow you and your work to grow and provide you with more opportunities. Mebourne Fringe, TINA and Adelaide Fringe are all presented soon after UNDER THE RADAR. Whilst all of these festivals operate very differently, it would be worth taking the time to find out more about them, and if appropriate secure a place. This will allow you the opportunity for a longer season to further develop your work/skills, giving your work a longer show life and keeping it off the shelf for a little while longer.

TERMS AND CONDITIONS

By submitting an application to UNDER THE RADAR you are acknowledging that you understand and are agreeing to the information within this Information Form and each of the following:

1. All applications and written support materials must be in English.
2. Applications and support materials must be received by or postmarked on the due date. Late applications will not be accepted.
3. Applications which do not have all required support material will not be accepted.
4. Support materials will not be returned to artists. Please do not supply originals.
5. Brisbane Festival will not provide individual feedback to applicants. General comments will be provided to all applicants once the programme is finalised.
6. Decisions regarding the programming of performances to specific venues or locations are the responsibility of Brisbane Festival. These decisions are final.
7. All successful artists will be required to hold current Public Liability Insurance to the value of \$10 million to cover all creative and technical personnel involved with their production or performance. A copy of the certificate of currency must be provided before the performances commence.
8. All successful artists and persons involved in productions will be responsible for all associated travel, accommodation, ground transport, per diems, freight and relevant insurances.
9. Artists/companies must supply all set, props & costumes associated with their performances.
10. Brisbane Festival will provide basic technical requirements however artists/companies may be required to alter their specifications or provide materials at their own cost.
11. Successful artists will be required to provide marketing materials and promote their own productions. Brisbane Festival will market UNDER THE RADAR as a whole event within the context of the Brisbane Festival overall marketing campaign.
12. In Theatre artists and some Street Feats artists will receive 100% of box office income less booking fees required by ticketing agencies and GST if the invoicing artist or company is not GST registered.
13. Remuneration provided to non-ticketed Street Feats artists is a set fee and is not negotiable.
14. All successful Australian artists/companies will require an ABN (Australian Business Number) to invoice for box office earnings.
15. Major Brisbane Festivals Pty Ltd may contact you about UNDER THE RADAR. Information provided as part of your application is being collected by Major Brisbane Festivals Pty Ltd for the purpose of assessing applications and may be provided to other entities as part of that process.
16. All information included in this handbook and on the Brisbane Festival website is correct at the time of the call for expressions of interest 2009/2010.

Thanks and Good Luck!