

**5TH ANNIVERSARY
CAPITAL
FRINGE
FESTIVAL
JULY 8^{to}25, 2010**

find your own venue (fyov)

Who can be a FYOV?

Artists/Companies that do not have their own space in DC.

FYOV Participation Requirements:

- + All shows that are a part of the Capital Fringe Festival must begin within the dates of the Fringe (July 8 – 25, 2010).
- + All FYOV productions must be located in the District of Columbia
- + The Fringe Festival does not accept applications for TBA shows or incomplete applications.
- + We do not accept applications without an identified venue for your production.
- + We will not be accepting all FYOV applications. First priority will go to those with venues located within or close to the Festival Grounds. The Festival Grounds are located between 7th & L Street, NW & 7th & D Street, NW. Additionally, we will have a few venues located around Studio Theatre on I4th Street.
- + All FYOV's must sell a minimum of 50% of their tickets through the Festival Box Office.
- + All FYOV's must support and enforce the Capital Fringe Festival Button Policy. All patron's will be required to present a 2010 Capital Fringe Festival Button to gain admittance to all FYOV's. Buttons are \$5 and must be available for sale at the door of your venue.
- + Most shows in our Festival are 70 to 90 minutes with low tech needs. We do not have a limit on length – but shows between 70-90 minutes have proven successful in our Festival.

Fees & Box Office Info

- + Application Fee: \$50
 - + Application Period: March 2 – April 2, 2010
 - + Marketing/Participation Fee: \$425
 - + Box Office Fee: 17% of total tickets sold through Fringe Box Office.
 - + The Fringe Festival requires that all tickets sold at the Fringe Box office be \$15.00. Artist/Company is required by Fringe to sell a minimum of 50% of each night's house out of the Fringe Box Office.
 - + Box Office Staff: For an additional Fee \$100 – Fringe will fully run your box office – sending a volunteer/staff to your venue to sell tickets at each show and selling %100 of your tickets out of the Fringe Box Office.
 - + Ticket Money: Artist/Company will receive their box office revenue check 15 business days after the Festival.
 - + Actors Equity: If you are a member of Actors Equity – you can participate under a special “DC Fringe Code”.
- NOTE:** You serve as the producer.

Contact Information.

Due to the number of different artists participating in the 2010 Capital Fringe Festival, it is important that participants designate one individual who serve as the Primary Contact for the production. The Primary Contact will need to be knowledgeable about a host of issues ranging from marketing to box office needs. Choose a person that is available between now and August 2010. The physical address that you provide should be good through August 2010. We understand that in many cases this might not be possible, and ask that you update us if any changes need to be made to the information you provide to us. Please stay up to date on Fringe Festival info and be sure to check your email regularly as it is the primary way the Fringe Festival will stay in contact with you. Staying up to date with deadlines is your responsibility.

Please print clearly or type

Primary Contact First Name: _____

Primary Contact Last Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Country: _____ Zip Code: _____

Day Telephone: _____

Evening Telephone: _____

Cell Phone: _____

Email: _____

Show Information

We want to hear about the project you would like to produce at the 2010 Capital Fringe Festival.
Please do not leave any questions blank.

Company/Artist Name: _____

You may have a company name or you may identify yourself as an individual artist. Choose which one makes sense for you.

Website: _____

Project Title: _____

Brief Description (20 word max): _____

We just want to know a little bit about your project. You will have an opportunity to provide a full description for the Festival Guide at a later date.

Is this an original work? Yes No

Do you have production rights? Yes No Working on it N/A

It is up to you as the producer of your project to obtain the rights to your piece in the Fringe Festival.

Running Time (in minutes): _____

Number of Performers: _____

Does your project contain nudity? Yes No

Is your show appropriate for young children 3 – 12 years old? Yes No

Is this a premier? World US DC N/A

Is anyone involved with your project a member of AEA: Yes No

If you check "yes" you will be required to operate under the Capital Fringe Code or a Special Appearance Contract.

Type of Project: (please only choose those that apply)

THEATRE

- Drama
- Comedy
- Solo Performance
- Musical Theatre
- Cabaret/Variety
- Improv/Sketch
- Clowning
- Mime/Mask
- Poetry/Spoken Word
- Storytelling
- Puppetry
- Other: _____

DANCE

- Modern
- Classical
- Aerial
- Other: _____

MUSIC

Please describe:

BILLETING

If you are a Local DC Artist:

Are you willing to host a visiting Artist? _____

How many are you willing to host? _____

This is a great way for you to support the Festival and make great Karma.

If you are a visiting Artist:

Will you need housing? _____

For how many? _____

Venue Information

We would like to know where you intend to produce your work during the 2010 Capital Fringe Festival. While we do not require all of the information about your performance (performance days, performance times, etc.) upon completion of this application, we do require that you provide either a signed contract with your venue or a letter of agreement with the venue manager for this application to be complete. **PLEASE NOTE:** We will not be accepting all FYOV applications. First priority will go to those with venues located within or close to the Festival Grounds. The Festival Grounds are located between 7th & L Street, NW & 7th & D Street, NW. A signed contract with your venue and all performance information is due by May 3rd, 2010.

Venue Manager Name: _____

Venue Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Email: _____

Website: _____

Phone Day: _____

Phone Eve: _____

Fax: _____

Nearest Metro/Bus Stop: _____

Again, please be sure to attach either a signed contract with the venue or a signed letter of agreement in order to complete this application. If you are unable to acquire this by the time you submit this application please indicate a time line as to when you will.

ARTIST ADVERTISING DISCOUNT

Begin planning now to receive incredible discounts for unique, high-visibility advertising space to sell your show. These ads move very quickly. Send payment now, with your application, to secure your spot for 2010. *You will receive a full refund if you are not accepted into the Festival.*

Festival Guide (circulation 15,000)

Full Page - \$1500

1/2 Page - \$800

1/4 Page - \$500

1/8 Page - \$250

Capital Fringe Website

Banner Ad - \$450 (one month, June 21 - July 25, 2010)

Banner Ad - \$1150 (4 months, April 1 - July 25)

1) Double check all sections of this application to insure that it is complete.

2) Please attach the following with your application:

- A brief history of the artists or company applying
- Bios or resumes for participating artists

Please DO NOT send:

We are not interested in these kinds of support materials, and will not return them under any circumstances.

- Photos
- Videos/ DVDs
- Press clippings
- Work Samples

3) Mail all one copy to Capital Fringe (address below).

PLEASE NOTE:

DO NOT email or fax applications—they will not be accepted in this format. Late or incomplete applications will not be accepted. Please look over everything very closely.

Make checks payable to Capital Fringe. You can also pay by credit card on our website at:

<http://www.capitalfringe.org/artists.html>

A \$45 fee will be assessed to all bounced or rejected checks.

Send with **COMPLETE** applications — *no later than April 2, 2010* (Postmark Deadline)

MAIL TO:

Capital Fringe, PO Box 50659 Washington DC 20001

Please **don't** send them with a "signature required" for delivery!

A BIT MORE INFO

If accepted as a FYOV for the 2010 Capital Fringe Festival, in April we will send you a Participation Agreement, Marketing & Box Office Forms. These will be due back with your participation fee to the Fringe by **Monday, May 3rd, 2010.**

FYOV Participants have access to our full service box office with credit card, online ticketing, and advance sales capabilities. Festival box office staff will be able to answer basic questions about all shows and provide show times and locations, as well as descriptions of shows available. The Festival will begin to sell tickets on June 21, 2010. You are required as a participant to sell a minimum of 50% of your tickets through the Fringe Festival Box Office. You may retain the remaining portion of your tickets for either pre-sale or day of sales at your venue (this will be determined in your agreement). Artists keep 100% of all tickets sold at their venue. You can also elect to have the Festival Box Office sell 100% of your tickets for an additional \$100 fee. If you elect this you will have 24 hour online access to see how your show is selling! We will then sell 100% of tickets for your show up to two hours before each performance. Volunteer Box Office Staff will then handle walk-up sales at the door of your venue. Fringe Buttons, Passes and discounts are available to Fringe Festival patrons, participating artists and volunteers and discounts. All FYOV participants must honor and enforce the Fringe Button and Fringe Passes. **All tickets that are sold through the Festival Box Office must be \$15.00.** An additional 17% handling charge will be subtracted from your total reimbursement for tickets sold from the Festival box office.

REVIEW OF PARTICIPATION TIME LINE:

Friday, April 2, 2010 Application Deadline (post mark deadline)

April 3 – 5, 2010 - Participation Agreements, Marketing & Box Office Forms sent to you from the Fringe

Monday, May 3, 2010 Contract with your venue due to the Fringe, Fringe participation fee due and Marketing & Box Office form due.

Capital Fringe Festival, July 8 – 25

QUESTIONS? Contact Julianne Brienza, Executive Director 202.731.6634 or julianne@capitalfringe.org