



Ottawa Fringe Festival Lottery Applications 2023

Access Note

Thank you for your interest in the Ottawa Fringe Lottery for our 2023 festival. We are thrilled to begin working on the 26th edition of the Festival. When you bring your work to Fringe you join a network of artists. Artists who are adventurous, creative, and dedicated to ensuring that art is available to all. All artists participating in the Ottawa Fringe Festival are expected to follow certain accessibility requirements. This is to ensure that our festival is not only open-access for artists, but for staff, volunteers, and audiences as well.

2023 Ottawa Fringe Festival artists will be asked to fulfill the following access requirements:

1. Provide one of the following:
 - a) Transcript (script of your show)
 - b) Script Sample (minimum 10 pages) plus a Content Note
 - c) Extended Content Note (if your show is unscripted)*
2. A list of content warnings** including but not limited to:
 - Mature Language
 - Violence
 - Smoking
 - Sexual Content
 - Nudity
 - Firearms
 - Fog
 - Scent
 - Flashing Lights
 - Audience Participation
 - Abrupt Loud Noise

- Mental Health
3. Audio Preshow Note (in conjunction with Ottawa Fringe staff)
 4. An indication of interest in the following show categories (optional):
 - ASL Performance
 - Relaxed Performance
 - Reduced Capacity Performance
 - Physical Storytelling (like a dance piece or a non-verbal show)
 - Described Performance and/or Storytelling
 - For descriptions of these categories click [here](#).

Requested documents and information will be required in the Spring (date TBD) for participation in this year's festival. The Fringe team will be happy to support you in the creation of any access elements for the festival.

** An Extended Content note can be used in place of a transcript. This is in situations where your show is unscripted (improv, dance piece, etc). For an example of a content note, [click here](#). (Provided with permission by Velvet Wells of Velvet Duke Productions.)*

*** The best way to describe a Content Note is to consider it a “heads up.” Content notes provide more details about what to expect. These notes highlight elements of a performance that someone might want to know about to decide if this show is right for them, or to prepare them for seeing the show. These can include but are not limited to flashing lights, loud noises, violence, sexual violence, mental health themes etc.*

Why are we requiring these elements?

We're driven to support and present diverse, inclusive and accessible theatre. We aim to support our community of artists and audiences throughout their time with us. We require these elements to assist audiences who may need more support in attending your show and the festival at large. We appreciate your support in making the festival welcoming to all.

What are we going to do with the transcript / script sample?

The scripts will only be shared with patrons who request them for access purposes. They will be shared securely so that screenshots and download functions are not enabled.

What are we going to do with the extended content notes?

Extended content notes will be linked to the show page in lieu of a script to provide additional access to those who need it.

Please note that the Ottawa Fringe does not vet the transcripts or script samples for content.

Our priorities are:

- to create safe and inclusive spaces
- to support all artists, and
- to promote equitable access to expression

We do this to help ensure that every story is told, and that every story can be received. How this looks, sounds and feels is different for every individual.

Accessibility is a commitment and an evolving process for our organization. This work is important because it deepens, challenges and expands theatre to make space for everyone.

The festival team is committed to giving a platform to diverse voices and bodies on our stages. We also are working to ensure you feel welcome in our spaces. How? In 2020 to 2021, we worked with an Ottawa-local Accessibility Coach. This work focused on education for the staff and best practices in marketing, communications, artist liaison, and accessible show presentation tools... among others. Our journey to make our festival more accessible continues with staff attending workshops, and training, as well as welcoming ongoing feedback from audiences.

Ottawa Fringe Commitment/Accessibility Statement

The Ottawa Fringe remains committed to inclusive, accessible theatre, and supporting our community— which includes both artists and patrons – in a multitude of ways. Our priority is to create and nurture spaces where artists have equitable access to expression and our continued dedication to ensuring every story is told.

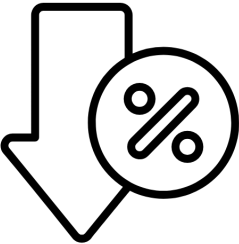
While this may look and sound and feel different to each individual, the Fringe is committed to upholding our values of inclusivity, integrity, and accessibility by building spaces where our community can gather together in safety and experience theatre and art shows fully.

Accessibility is a commitment and a practice to expand theatre so that everyone can create, share, and experience all that theatre has to offer. It is a reminder for us all to treat each other with respect and requires us to think of others in relation to ourselves. It provides actionable and meaningful steps we can take to ensure every person in our

community feels welcome and has an equitable opportunity to experience every show at the Festival.

These steps allow us to open up our theatres and our shows so that our stories can reach every heart and speak to every soul. Our stories. Our community is a shared, participatory space – not just for some, but for everyone. This is, and will remain, a priority for the Ottawa Fringe.

Accessible Show Categories:

Icon	Description
	Reduced Capacity These shows are sold at a 60% capacity. This means that fewer seats are available, allowing for more space for the audience.
	Physical Storytelling These shows rely on physical body expression for meaning. Speech and/or sounds are either not present or are used minimally. If they are used you will still understand the performance without them. These types of shows could be things like dance or clown shows.
	ASL Performances Some people's access needs require American Sign Language interpretation (ASL). This means spoken English is interpreted into ASL. These shows will have ASL interpreters who will interpret English into ASL during the show.
	Sensory Friendly Performance These shows offer a more relaxed sensory experience. They have no sudden or loud sounds and lighting changes. You are encouraged to come as you are and move around, pause and stop the show, skip things, and be comfortable in your space. Please note that these performances may not have been designed with this in mind. And the standards may vary slightly.



Described Performance and/or Storytelling

These shows can be understood from what is verbally described or said in the play. These shows are accessible through listening to the performers' voices and sound cues and don't need visual cues to follow the action or meaning of the performance.

Or these shows offer descriptions of visual details as part of the show by the performers or an audio describer. (If the show has a professional audio describer, the icon for audio describer will be posted in the show's description.)