

Fort Collins **FRINGE** Festival

2015 Fort Collins Fringe Festival Orientation Agenda

1. Welcome and Introductions
 - a. Fringe Staff Introductions
 - b. Project Leader Introductions
2. Festival Details
 - a. Schedule (*Fort Collins Fringe Festival 2015 Performance Schedule*)
 - b. New Ticketing Process
 - i. Tokens as Tickets
 - ii. 10 Comp Tokens per project
 - c. Programs - You are responsible for creating your own programs
 - i. Program Guidelines
 1. Must be a half-sheet of 8.5x11 paper to be handed out in the intermission prior to your performances
 - d. \$500 Audience Choice Award
3. Technical Requirements and Restrictions (*Fort Collins Fringe Festival Tech Sheet*)
 - a. Community Creative Center (*Community Creative Center Groundplan*)
 - i. You are required to tour the space and coordinate any questions and concerns about your venue and tech needs by **Friday, July 31st.**
 - b. FC MoD Digital Dome (*Fort Collins Fringe Festival 2015 Dome Groundplan*)
 - i. You are required to schedule a planning meeting with Ben Gondrez, bgondrez@fcmmod.org, at the Dome by **Friday, June 26th.**
 - ii. (*Fort Collins Fringe Festival 2015 Dome Resources*)
4. Marketing (*Fort Collins Fringe Festival 2015 Marketing*)
 - a. FCFF Support and Efforts
 - b. Individual Project Marketing
5. Fundraising /Budget
 - a. FCFF 2015 Budget (*Fort Collins Fringe Festival 2015 Budget*)
 - b. Sponsorship Needs
 - c. Ticket Sales
6. Volunteer
 - a. Volunteer Registration
7. Q & A