

# THE HART HOUSE U OF T FESTIVAL OF MUSIC 2025



**Presented by Hart House Theatre and the  
Festival of Music**

## Table of Contents

Table of Contents.....	1
Overview.....	2
Important Dates.....	2
About The Hart House U of T Festival of Music.....	3
About Hart House Theatre.....	3
Philosophy.....	4
Festival of Music 2025 Executive Team.....	4
Deadline #1: Sunday, November 3, 2024.....	4
<i>Submission Information</i> .....	4
Deadline #2: Sunday, November 24, 2024.....	6
<i>Tech &amp; Program Information</i> .....	6
Monday, January 13 – Thursday, January 16, 2025.....	6
<i>Technical Rehearsal Guidelines</i> .....	6
Overview.....	6
Preparation.....	7
Arrival Information.....	7
Technical Rehearsal Expectations.....	8

# THE HART HOUSE U OF T FESTIVAL OF MUSIC 2025

Presented by Hart House Theatre and the Festival of Music

## Information Package

Photography and Videography.....	9
Friday, January 17 – Saturday, January 18, 2025.....	9
<i>Hart House U of T Festival of Music Guidelines</i> .....	9
Ticketing Information.....	9
Auditorium and Backstage Guidelines.....	10
Festival Schedule.....	11
Performance Expectations.....	11
Festival of Music Submission Form Questions.....	11
Contact Information: Group Representative or Individual.....	12
Group/Individual Information.....	12
Performance Information.....	13
Performance Submission.....	14
Resources.....	14
FAQs.....	15

## Overview

### Important Dates

Submission Deadline: Sunday, November 3, 2024

Acceptance Confirmed: Monday, November 11, 2024

Tech & Program Form: Sunday, November 24, 2024

Program Changes: Monday, December 23, 2024

Tech Week: Monday, January 13 – Thursday, January 16, 2025

Hart House U of T Festival of Music: Friday, January 17 – Saturday, January 18, 2025

@ 7:30 pm

# THE HART HOUSE U OF T FESTIVAL OF MUSIC 2025

Presented by Hart House Theatre and the Festival of Music

## Information Package

### About The Hart House U of T Festival of Music

Hart House Theatre proudly hosts a yearly Student Festival Season, produced alongside executive members of Hart House Theatre's U of T Student Groups. These Festivals are an avenue to provide performing arts groups and individuals on campus with an accessible opportunity to perform on the historic Hart House Theatre stage. In January 2024, Hart House Theatre produced the inaugural Hart House U of T Festival of Music (FoM).

Submissions close **Sunday, November 3, 2024, at 11:59 pm**. This Festival will be an in-person format with evening shows on **Friday, January 17 – Saturday, January 18, 2025**. Technical rehearsals will take place **Monday, January 13 – Thursday, January 16, 2025**. Each night of programming will be different.

There will be opportunities for off-stage coordination positions by joining the Executive Team to assist with event planning as well as backstage and technical positions through the Hart House Theatre Volunteer Program.

Further details can be found at: <https://harthouse.ca/theatre/student-festivals>

See the 2025 Festival Guidelines below for more details or send any questions to the U of T Festival of Music: [uoffestivalofmusic@harthouse.ca](mailto:uoffestivalofmusic@harthouse.ca).

### About Hart House Theatre

Through authentic artistic partnerships that enhance inclusion, pluralism and representation, Hart House Theatre focuses on the development, training and showcase of youth and emerging artists seeking to create innovative opportunities for expression and exploration. Hart House Theatre is the focal point for the performing arts at the University of Toronto. With over a thousand students participating each year in its extra-curricular season of drama, dance, music and film, Hart House Theatre continues to influence each new generation of performers, designers and audiences.

Hart House Theatre

7 Hart House Circle, Toronto, M5S 3H3

[www.harhousetheatre.ca](http://www.harhousetheatre.ca)

# THE HART HOUSE U OF T FESTIVAL OF MUSIC 2025

Presented by Hart House Theatre and the Festival of Music

## Information Package

### Philosophy

This new festival provides music groups and individuals on campus a live performance opportunity on our stage. With such an abundance of music groups associated with U of T, participation in the festival is a great opportunity for music groups to interact, collaborate and promote their own work and ventures.

### Festival of Music 2025 Executive Team

Executive Contact Information:

[uoffestivalofmusic@harthouse.ca](mailto:uoffestivalofmusic@harthouse.ca)

Staff Advisor (Hart House Theatre):

*Gillian Lewis*

[gillian.lewis@utoronto.ca](mailto:gillian.lewis@utoronto.ca)

Follow and tag us on social media!

Instagram: @hhtheatre #hhtheatre

Twitter: @hhtheatre

Facebook:

<https://www.facebook.com/HartHouseTheatre>

TikTok: @hhtheatre

Please do not hesitate to contact the Festival of Music Team with any questions or concerns. We look forward to working with you!

**Deadline #1: Sunday, November 3, 2024**

### *Submission Information*

\*Please note, this is an online submission form

Participants may submit and participate in more than one Performance Set. The number of submissions allowed per person is determined yearly based on the overall number of submissions. Once equal performance opportunities are created, the remaining spaces are divided among the additional submissions.

Submissions will be accepted on a rolling basis from August 26 - November 10, 2024.

# THE HART HOUSE U OF T FESTIVAL OF MUSIC 2025

## Presented by Hart House Theatre and the Festival of Music

### Information Package

#### Eligibility

1. Music groups and individuals can submit to the Festival. Each Performance Set must have a direct association with the University of Toronto (Student/Staff/Faculty/Alumni). We will ask for U of T identification and Campus association. Submissions from current U of T Students will be prioritized.
2. The size of performance groups must be between one (1) – eight (8) people per group.
3. There are no auditions. Musicians and singers of all experience levels are encouraged to submit to the festival. Instead of auditions, we ask each person or group representative to submit a video of their Performance Set (sixty (60) second minimum) to assist us in programming the festival.
  - a. Please note we reserve the right to use the submission content in part or whole, however there is no plan for a public viewing of the Festival of Music submission content.

#### Guidelines

1. Performance Opportunities will be provided in the form of 10 (ten) minute sets. This is the maximum time allowance for each individual performer or group. You can perform a single piece or a medley of pieces as long as you do not surpass the ten (10) minute maximum time allowance.
2. The maximum number of performers allowed per group is eight (8) people. Our backstage area is not large enough to support multiple large performance groups.
3. Original or established works are accepted.
4. There are no restrictions on genres of music or types of performances that can be submitted to the festival. We encourage the following:
  - a. Individual and small group submissions (up to eight (8) people)
  - b. Vocal and/or instrumental performances
  - c. Acoustic and electronic instruments
  - d. Digital sound compositions
5. Complete the submission questionnaire to include a list of content warnings. For the complete listing of the Submission Form Questions, please see the full list at the end of this Package.

# THE HART HOUSE U OF T FESTIVAL OF MUSIC 2025

Presented by Hart House Theatre and the Festival of Music

## Information Package

Deadline #2: Sunday, November 24, 2024

### *Tech & Program Information*

Acceptance to the Festival will be confirmed by **Monday, November 11, 2024** and will include the Tech and Program Form. This form is to be completed by **Sunday, November 24, 2024 at 11:59 pm**.

Any changes for the program must be sent to the Festival of Music Executive Team at [uoffestivalofmusic@harthouse.ca](mailto:uoffestivalofmusic@harthouse.ca).

Printed Program Changes Deadline: **Monday, December 23, 2024 at 11:59 pm**

Online Program Changes Deadline: **Sunday, January 12, 2025 at 11:59 pm**

Monday, January 13 – Thursday, January 16, 2025

### *Technical Rehearsal Guidelines*

#### Overview

Rehearsal space is the responsibility of the participants. Technical Rehearsals will take place on stage at Hart House Theatre between **Monday, January 13 – Thursday, January 16, 2025**. For the 2025 Festival, all Performances will be on stage at Hart House Theatre between **Friday, January 17 – Saturday, January 18, 2025**. Your group will be assigned a REQUIRED, ten (10) - sixty (60) minute Technical Rehearsal depending on group size and complexity of technical requirements. The maximum time allowance per group will be determined by the Theatre's Technical Director, and this time frame is non-negotiable.

During this time, the Lighting Designer will program your lights based on your responses to the tech survey. Our Audio Engineer will test and set levels for your sound requirements (backing track, microphones, instruments). Once this work is complete, we will let you know you can run your Performance once with music and lights. All performers must be at the tech rehearsal as this is your only opportunity to sound check before the performance. There is no dress rehearsal. **We cannot extend your time for any reason. When your time is up, you will have to leave the stage.**

# THE HART HOUSE U OF T FESTIVAL OF MUSIC 2025

Presented by Hart House Theatre and the Festival of Music

## Information Package

Vocal and Instrument Amplification Equipment will be provided by Hart House Theatre. A Keyboard, Upright Piano, and Drum Set will be provided by Hart House Theatre. All other instruments are the responsibility of the participant to provide.

### Preparation

- Everyone in your group must complete the Participant Consent Waiver once participation has been confirmed.
- Check the Technical Rehearsal and Show Schedule for what time there is access to the Hart House Theatre Dressing Rooms. **Before this time, the Theatre's Stage Door entrance will be locked.**
- Make sure all (or most) of your performers are in costume so we can see what the colour contrast looks like with lighting. All thin heels will need to be approved by the Hart House Theatre Crew as they may cause damage to our floor. You will be performing on the Hart House Theatre stage which is a sprung floor with pine planking.

### Arrival Information

- Groups should arrive fifteen (15) minutes before their scheduled rehearsal, so we do not fall behind schedule. Your tech rehearsal starts at the assigned time, not when you arrive. If you are five (5) minutes late, you will lose that time.
- A physical copy of the Participant Consent Waiver must be collected from each Performer and given to the FoM Team upon check-in if the online form was not filled in.
- Groups may use any available Dressing Room to change for tech rehearsal, however Dressing Rooms will be assigned on the day of the show for the Festival.
- Groups are to wait backstage until their scheduled tech rehearsal unless your Group would like to warm up. Hart House Theatre doesn't have a rehearsal space to warm up in. Please let the backstage crew know where to find you before leaving the Dressing Room area.

# THE HART HOUSE U OF T FESTIVAL OF MUSIC 2025

Presented by Hart House Theatre and the Festival of Music

## Information Package

### Technical Rehearsal Expectations

- Assistant Stage Managers will call each group to the stage a few minutes before they go onstage.
- The Group Representative (or whomever is responsible for answering questions about lighting) must go check in with the Lighting Designer and Stage Manager at the production table in the Audience. Send a Representative right away!
  - If you do not submit any lighting cues in your tech survey, the lighting designer will make an executive decision on what your lights will look like.
  - **Please keep your lighting simple** – the more complex your lights, the longer it will take to program, and the less likely you'll be able to run your Performance. Let your performance speak for itself and keep the lighting basic.
  - There will not be a blackout at the end of your last piece. For safety reasons, the transition between Performance will be a dim "silhouetted" look for performers to get on/off stage safely.
  - Please let the Festival Stage Manager know if you plan to bow at the end of your Performance Set. The bow may not extend more than a few seconds, and performers are expected to leave the stage in a timely manner. There will not be time or space for everyone who participated to get onstage and bow together at the end of the night.
- The focus of the Technical Rehearsal will be the individual and group sound check of your Performance led by Hart House Theatre's Audio Engineer, Tim Davidson. He will be using a microphone to speak to you from the house audio position.
- If there is equipment missing or you want something repositioned, please talk to the Hart House Theatre and FOM crew. We need to be aware of specific placements so we can set the stage accordingly for your performance on the night of the show.
- All performers have to be at the tech rehearsal as this is your only opportunity to sound check before the performance. There is no dress rehearsal.
  - You may or may not get a chance to run your entire Performance Set depending on how long it takes to set sound and lighting levels.

# THE HART HOUSE U OF T FESTIVAL OF MUSIC 2025

Presented by Hart House Theatre and the Festival of Music

## Information Package

### Photography and Videography

A photographer is not guaranteed to be provided by the Theatre, and in the past, they have often been student volunteers. You may bring a photographer to your tech time to take photos of your Performance only. Hart House Theatre will record Festival performances for archival purposes. Footage will be shared with Festival Participants only.

Friday, January 17 – Saturday, January 18, 2025

### *Hart House U of T Festival of Music Guidelines*

The Festival of Music will take place on **Friday, January 17 – Saturday, January 18, 2025**, in Hart House Theatre. The show begins at 7:30 pm.

### Ticketing Information

Tickets can be purchased through Hart House for the following prices: \$15 for Adults, \$12 for Seniors and \$10 for Students (all types of Students, not only U of T). Tickets for the Festival are sold online and through the main desk at Hart House. On the day of the show, the Box Office in the Theatre's Entrance will open two (2) hours prior to curtain for ticket sales and pick ups. The direct link to tickets can also be found here: (coming soon!)

Debit, Visa, and MasterCard are accepted online. Cash sales are available day of at the door. Advance sales can be made by phone 416.978.2452 or in person at the Hart House first floor Info Desk. Patron ticket fees apply on top of listed prices. HST applies on top of listed prices on select productions.

### Comps!

Participants will receive one (1) complimentary ticket for the night you are not performing.

All Festival of Music participants are asked and encouraged to see the other Festival performances. The Complimentary ticket list will be compiled from the Program Information. If the performer list for a Performance changes, it is the responsibility of the Group Representative to relay this information to the Festival of Music Team in a timely manner.

# THE HART HOUSE U OF T FESTIVAL OF MUSIC 2025

Presented by Hart House Theatre and the Festival of Music

## Information Package

It is the responsibility of the Group Representative to provide contact information for all performers in their group. Participants will be sent a form to fill out to request complimentary tickets. This form is due by 5 pm on the day before the show and requested tickets will be sent by email. All comp tickets will be made available by email and comp tickets may not be picked up at the Box Office.

### Auditorium and Backstage Guidelines

Access to the backstage areas of Hart House Theatre is restricted to Festival of Music Executive Members and participants of the Festival for that evening. Parents, friends, and members of the general public are strictly forbidden from entering any backstage areas.

Due to the large number of performers, Dressing Rooms will be assigned. Please respect each other's space, and keep your belongings as contained as possible to avoid misplacing anything. If possible, try to show up with hair and makeup already done to save yourself time! Try to bring as few personal items with you as possible.

During Act 1, those who are performing only in Act 2 should sit in the auditorium, both to support their fellow performers and to keep the backstage area as clear as possible. During Act 2, those performers who were only in Act 1 should move into the auditorium. Participants must sit in the reserved seating. **There can be no crossover from backstage to the auditorium during performances.**

# THE HART HOUSE U OF T FESTIVAL OF MUSIC 2025

Presented by Hart House Theatre and the Festival of Music

## Information Package

### Festival Schedule

6:00 pm: Call time

- Check in with a FoM volunteer in the hallway

6:30 pm: Company announcement

6:30-7:00 pm: Warm up in auditorium

7:00 pm: House opens

- All performers must either be backstage or in their seats in the auditorium.

7:30 pm: Curtain

Intermission

- All performers must either be backstage or in their seats in the auditorium.

Festival ends

- At the end of the night, everyone must leave the theatre as quickly as possible. If you're meeting audience members you must do so outside, not in the auditorium.

### Performance Expectations

Be aware, and be ready! You should be ready backstage during the Performance right before yours. One of the Assistant Stage Manager's will let you know when you can come backstage. SMILE! Enjoy yourselves! This Festival is for you to showcase your work, and to HAVE FUN!

After your Performance if you aren't in any more numbers, you may leave through the Stage Door, though we encourage you to stay and support your fellow performers. Backstage there are monitors in the Green Room and the Chorus Dressing Rooms where you can watch your fellow performers. When you are backstage or in the hallway, you must be quiet! Sound travels very easily.

### Festival of Music Submission Form Questions

Submission Deadline: **Sunday, November 3, 2024 at 11:59 pm**

*\*Please note, this is an online submission form:*

<https://form.asana.com/?k=opjWMGSfTcOso9EWBxJTAW&d=1200228931529235>

# THE HART HOUSE U OF T FESTIVAL OF MUSIC 2025

Presented by Hart House Theatre and the Festival of Music

## Information Package

Contact Information: Group Representative or Individual

*Questions*

Name

Preferred Name

Email

Phone Number

Group/Individual Information

*Questions*

Group Name (if not part of a group, please write Independent)

Do you intend on performing in more than one group (or independently) as part of the Festival?

If yes, please list the other Performances/Groups you are part of.

In order to participate in the Festival, you must be associated with the University of Toronto. Please verify your connection.

Student

Alumni

Staff/Faculty

Which campus(es) is your group associated with?

UTSC – Scarborough

UTSG – St. George

UTM - Mississauga

How did you hear about the Festival of Music? (select all that apply)

UTSU Clubs Day

Website

Newsletter

Facebook

Instagram

Word of Mouth/Friend

Other

If you selected Other, please list how you heard about the Festival.

# THE HART HOUSE U OF T FESTIVAL OF MUSIC 2025

Presented by Hart House Theatre and the Festival of Music

## Information Package

### Performance Information

#### *Questions*

Number of people involved in the Performance

Number of people singing

What is the structure of your Performance Set?

Single song

Medley of songs

Multiple songs back to back

Not sure yet

What type of performance are you submitting?

Vocal Performance with backing track

Vocal Performance with live instrumental

Acoustic Performance

Instruments requiring equipment support

Electronic/Digital Production/Performance (original compositions, DJ sets, playback, etc.)

Other

If you selected Other, please explain.

Is your Performance original or established work:

Length of Performance (the maximum length is ten (10) minutes)

Under 3 minutes

3 - 5 minutes

5 - 8 minutes

8 - 10 minutes

Briefly describe the Performance, including the genre of music. If you are performing an established piece, please include information on the composer and/or lyricist.

This will assist the Executive Team in programming the Festival Running Order.

List any instruments you are using.

List any equipment you need the Theatre to provide. This could include an amp, microphone, keyboard, etc. The only instruments provided by the Theatre are a Keyboard, Upright Piano, and Drum Set.

Content Warnings (coarse language, mature content, etc.) If none, please write "N/A".

# THE HART HOUSE U OF T FESTIVAL OF MUSIC 2025

Presented by Hart House Theatre and the Festival of Music

## Information Package

### Performance Submission

There are no auditions for the Hart House U of T Festival of Music. This Festival is open to singers and musicians of all skill levels. Instead of auditions, we ask each Individual or Group Representative to submit a video of their Performance Set to assist us in the programming of the music festival. You are required to submit a minimum of sixty (60) seconds. The deadline for this video submission is **Sunday, November 3, 2024 at 11:59 pm.**

### *Questions*

They can be emailed to [uoffestivalofmusic@harthouse.ca](mailto:uoffestivalofmusic@harthouse.ca), shared by Dropbox, YouTube or Google Drive link or submitted through this form. Indicate how you will submit your sixty (60) second video.

I will submit by email to FoM. No .zip files, please!

I will submit by Dropbox link

I will submit it by YouTube link

I will submit by Google Drive link

I will submit through this form

I need help with this, please contact me.

If you are submitting through this form, attach your video here. The limit for a single attachment is 25MB.

If you are submitting a link, include it below.

Please note that the above information will be double checked through our Tech and Program Form, which will be released in November when we confirm your participation in the Hart House U of T Festival of Music.

-End of Submission Form-

Thank you for participating in the 2025 Hart House U of T Festival of Music!

### Resources

[W Hart House Theatre How to Upload Your Self-Tape.docx](#)

# THE HART HOUSE U OF T FESTIVAL OF MUSIC 2025

Presented by Hart House Theatre and the Festival of Music

## Information Package

### FAQs

#### **Who is eligible to participate?**

Music groups and individuals. Each performance piece must have a direct association with the University of Toronto (Student/Staff/Faculty/Alumni). Current Students will be prioritized.

#### **Is there an audition?**

No. Musicians and singers of all experience levels are encouraged to submit to the festival. Submissions are completed through an online form.

#### **What is the festival timeline?**

Submissions are due early November. Acceptance is confirmed in mid-November. Technical rehearsals and performances are in mid-January.

#### **Can I perform in more than one piece?**

Yes, but the number of submissions allowed per person is determined yearly based on the overall number of submissions. Once equal performance opportunities are created, the remaining spaces are divided among the additional submissions.

#### **Who do I contact if I have questions or want to get involved?**

The team for the Festival of Music can be reached at:

[uoftfestivalofmusic@harthouse.ca](mailto:uoftfestivalofmusic@harthouse.ca).