



Term 3 Show Bidding Guidelines

2025/26

What are the important deadlines I need to know?

Internal Bidding Closes – 13th February 2026, 23:59

Internal Committee Panel – 14th & 20th March 2026

artsUCL Fringe Deadline – 23rd March 2026

How do small shows work?

Live Music Society gives members the opportunity to put on their own show in Term 3. These shows are typically more relaxed compared to our larger annual productions, such as Rhapsody at the Bloomsbury Theatre or our Bloomsbury Studio shows (held in Terms 1 and 2). Term 3 shows are open to any members who would like to take the lead in organising and curating a performance. Past examples include Last Call (an indie music show held in IOE's Nunn Hall) and Rockalicious (a rock music show at Phineas Bar). This year, producers are able to bid a show affiliated with Live Music Society as a part of [artsUCL Fringe Festival](#) as well.

When are the performance weeks?

Typically Term 3 shows are held within the last 2 weeks of term but this is entirely up to the production team as well as the availability of the desired venue.

If you are bidding with artsUCL Fringe Festival, you will have performances according to the festival timetable; the default number of performances per show is three but you can request for less.

How do the finances work?

You'll need to create a comprehensive budget for your production, which will be taken into consideration in the selection process.

If you are bidding as part of artsUCL Fringe, artsUCL will provide a budget, as well as paying all venue hire and tech costs.

What is 'bidding'?

Bidding is the process of students pitching proposals for a show. Each bid will have a coherent plan for a production, including the name of the show, a description of the creative vision behind the production, the allocation of major roles (producer and director), the availability of performance rights, any particular financial implications, and a vision of how it will provide opportunities for UCL students. It will usually be drawn up by the producer and director.

How do I start?

1. Producer and director!

Make sure you have a committed producer and director; your core team.

2. Clear creative vision!

Make sure you have a clear idea of your creative vision – which show, why you want to do it, what it offers an audience, what opportunities it offers for creative students, the main creative decisions which could define the show, how you'll promote it, how you'll sell tickets. A good question to ask yourselves is "Why this show, and why now?"

3. Performance rights!

Check the availability of the performance rights for the piece for an amateur production in London. Normally, the contact details for this will be in the front of the book or manuscript. Google is also a useful tool to find publishers. You do not need performance rights for any show where the writer has been dead for 70 years or more. But sometimes it's worth checking! (Typically not needed for Live Music Shows)

4. Complete the bid form!

How do I pitch my proposal?

Once your bid has been submitted, the producer and director named on the proposal will be invited to give a 10-minute presentation to the Live Music Society Committee, which will then be followed by questions from the Committee. These presentations are preferably made in-person and will take place on the designated panel dates.

What does my presentation need to include?

The way you present your pitch is completely up to you. Most people chose to use powerpoint/slides. We would advise you to prepare it thoroughly and have a clear structure. Your presentation should cover the following areas:

- The title of the production and a very brief overview/synopsis
- A summary of your creative vision
- Why you want to put the production on, and why you're passionate about it
- What you think it will bring to an audience, and how it will speak to an audience today
- The number of performing opportunities you are hoping to offer
- Your ideas around equity, inclusion and representation and how these values feed into your vision
- Set and costume ideas
- The marketing blurb for the production that captures your offer to the public in no more than 100 words and your ideas for marketing the production

Selection Criteria

1. The coherence and strength of your creative vision

We are looking for proposals which will connect with an audience today and speak to them, whatever the genre or whatever the material. We are looking for productions that will excite audiences, move them and get them talking.

2. The professionalism of your presentation, and the viability of your proposal

We want to see evidence that you are serious about your proposal, and we want to feel confident that you will collaborate effectively with your fellow students. We also want to have confidence that your vision is realistic and achievable.

3. Diversity, inclusivity and representation

We want the productions to be representative of all our students, and in particular groups that may in the past have been under-represented or marginalised. We want to see that you are connected to these values, and want to tell stories that further progress and platform those whose stories are under-represented in our society. This might be in the decisions around the choice of material, your creative interpretation, and your plans for casting or selection for what will be on stage.

5. Opportunities to UCL students

We are looking for proposals which offer a wide range of opportunities for UCL students to have rich and meaningful experiences. Whether it be through performing, producing, working as part of the production team, writing, choreographing or marketing the show, we will be looking at how your production will offer opportunities for students to be involved, and their access to all students.

Who can I ask for more information and support?

If you would like more information then please contact us via email at su-livemusic@ucl.ac.uk.