



How To Apply To The Toronto Sketch Comedy Festival 2024 Using Zone Festival

The Toronto Sketch Comedy Festival will accept LIVE (In Person) submissions on Zone Festival, an online festival and event database management system based in Montreal.

To make a submission for the 2024 **Film Festival**, please visit [FilmFreeway](#).

Here is a step by step guide to help you apply to TOSketchfest24 for live, in person performances

Step 1.

Visit the 2024 Live Artist Submission form by clicking this link:

https://form.zonefestival.com/?k=tscf_p1

Step 2.

You will see the 2024 TOSketchfest Artist Submissions home page. Select "begin a new form" for brand new applications, or "continue an incomplete form" if you already have a Zone Festival Code (see step 4)

00. 2024 TOSketchfest Artist Submissions

Deadline | November 30, 2023

We are on the lookout for the best, live scripted comedy! The Toronto Sketch Comedy Festival will return March 6-17, 2024. Emerging and established sketch comedy ensembles (no stand-up sets or improv please) are invited to submit for the chance to perform live sets (20 – 75 minutes in length) as part of TOSketchfest24. For full programming principles and a step by step by step guide for using this form, please visit [TorontoSketchFest.com](#).

Choose from one of the following options

☒ -
I want to...

begin a new form.

continue an incomplete form.

receive a list of my codes.

edit my profile.

receive my code to edit my profile.



Step 3.

When you choose “begin a new form” it will give you the option to provide:

- **Project/Show title:** please consider this your Troupe Name
- **First Name, Last Name, and Email:** please provide the name and email for your main contact person.

Hit the blue “next” button.

TIP: Please note as you move through the form, any field beginning with a small red box  is a mandatory field.

Step 4.

You will get a pop up window that provides you with a Zone Festival Code that will allow you to revisit the form later on.

We strongly recommend that you take a screenshot of this code, or write down the code for your future reference.

CODE | ZFWSZE60002

ZONE FESTIVAL CODE : It will allow you to return later to **COMPLETE** your registration.

Note :
This code does NOT allow you to modify the information once the form is submitted.
To change the information, you must contact the event directly.

Code | **ZFWSZE60002**

Close

Step 5.

Page "01. Title" will autofill your troupe name. Click the blue “next” button.

01. Title

✔ Project/Show title

How To Test

Step 6.

On page “02. Main Contact”, please fill in mailing address information for your main contact.

This is the most responsible person involved in your troupe, who checks and answers all of their emails in a timely manner. This is the contact to whom all business matters will be referred.

You also have the opportunity here to provide notes and a troupe website.

02. Main Contact

This is the most responsible person involved in your troupe, who checks and answers all of their emails in a timely manner. This is the contact to whom all business matters will be referred.

☒ First name	Virginia
☒ Last name	Woodall
Pronouns	She/her
☒ Address	123 City Street
☒ City	Toronto
☒ Province/State	Ontario
☒ Country	Canada
☒ Postal code/Zip	M1M 1M1
☒ Email	v.irginia@torontosketchfest.com
☒ Phone	555-123-4567
Mobile	555-123-4567
Note	Include any additional notes or information you would like us to know here
Website	http://www.YourTroupeWebsite.com

Step 7.

Page “03. Participant” click the green “+ Add” button to add each member of your troupe. Once you have added each of your troupe members, click “Next”.

03. Participant

+ Add

Step 8.

Page “04. Information” includes the bulk of the materials and resources we are seeking to help the jury consider your application.

This page asks for a list of your troupe members, demographic information (optional), links to your live performance footage reels, show description, troupe bio, goals for your show, comedy hometown, social media links, venue preference, and logistic info.

Once each field has been filled, click the blue “next” button.

04. Information

☐ Please list your troupe members

Please list the first and last name of each performing troupe member.

Step 9.

Page “05. Photo” is your opportunity to provide a photo of your troupe. If possible, a textless photo of your troupe, rather than a logo or illustration, is preferred.

Please make sure your photo is labeled with your troupe name (not “cast photo” or “Screen Shot 2022-10-22 at 10.37.45 PM”)

Once you upload the image, it will ask you

- Which participant(s) are in the image
- For credit (who took the photo?)
- For a description (use this caption to describe what is in the photo)

Click the blue “next” button when these fields are completed.

05. Photo

Maximum 15 MB

Browse ...



VirginiaExampleSketchfest.jpg

☒ MAIN Image (publications)

Participant ? Participant | Virginia Woodall

Credit Virginia Woodall

Description Virginia is standing in a theatre audience looking at the camera wearing a hot pink sketchfest toque, a blue t-shirt that says I like Sketch, with a Rudy

— Delete

Step 10.

Page “06. File” allows you to upload any supporting documents you would like the jury to see in tandem with your live performance footage. This might include press kits, celebrity endorsements, a list of accomplishments, or more.

06. File

Feel free to supply us with whatever supplemental documents you feel will help us make a decision and/or market your troupe/show (list of accomplishments, celebrity endorsements, press kits etc.).

Type

-

Maximum 40 MB

Browse ...

Step 11.

Page “07. Validation” gives you a chance to review what you have submitted so far before moving on to the Fees page.

If you have left any mandatory fields blank, this page will identify what is incomplete with a small red box . You must complete these fields in order to continue to the Fees page.

07. Validation

Incomplete!

Festival submissions close November 30, 2023. The TOsketchfest programming committee will then spend the month of December watching and rating submissions. You can expect to hear whether your submission has been approved or not by mid-January 2024 via email.

☒ Title

Virginia Test

☐ Main Contact

Once everything is complete and the red boxes turn black, click the blue back button to make changes or the blue next button to move on.

TIP: If there is anything else you want us to know that may not have been addressed throughout the application, please feel free to include it in the Notes field on page “02. Main Contact” (step 6).

Step 12.

Page “08. Fees” is where you can pay the submission fee via PayPal or enter an access code. You will be brought to a PayPal page when you click the yellow “Pay Now” button.

If cost is a barrier to completing your application, [please complete this form](#) to request support with the submission fee.

NOTE: Completing this step (paying or entering a waiver code) is equivalent to a “submit” button.

08. Fees

The 2024 submission fee is \$40 plus tax for a total of \$45.20 CAD.

If cost is a barrier to completing your application, please reach out to virginia@torontosketchfest.com.

Pay Now

FREE WITH THIS WAIVER CODE

And that’s it!

Once the payment is approved you will be brought automatically to the final “09. Confirmation” page with an overview of what you submitted.

The Main Contact person will also receive a confirmation, which will include a link to your confirmation page.

09. CONFIRMATION

Festival submissions close November 30, 2023. The TOsketchfest programming committee will then spend the month of December watching and rating submissions. You can expect to hear whether your submission has been approved or not by mid-January 2024.



That's it! You did it!

Please feel free to reach out to virginia@torontosketchfest.com with any questions or issues you may have while filling out the application and we will help you out!

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