

# How To Apply To The Toronto Sketch Comedy Festival 2026 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 2026 **Film Festival**, please visit <u>FilmFreeway</u>.

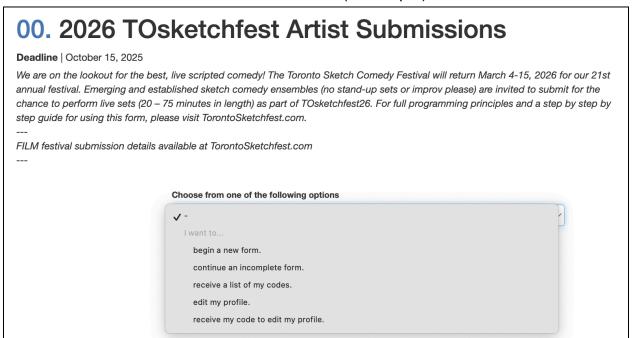
# Here is a step by step guide to help you apply to TOsketchfest26 for live, in person performances

### Step 1.

Visit the 2026 Live Artist Submission form by clicking this link: https://form.zonefestival.com/?k=tscf\_p1

### Step 2.

You will see the 2026 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)





### 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.

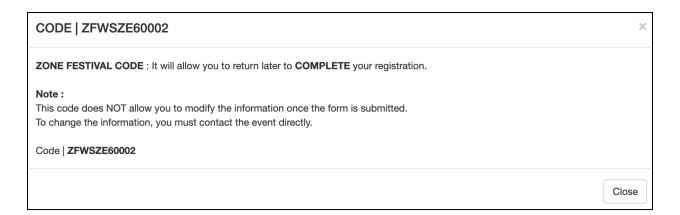
Hit the blue "next" button.

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



### Step 5.

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



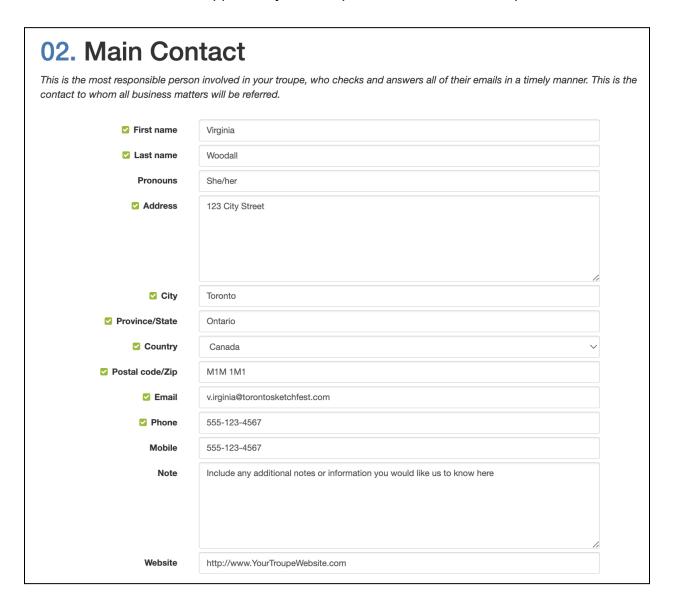


### Step 6.

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.





### 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".

**IMPORTANT:** Please make sure you add <u>everyone</u> in your troupe (*specifically, those who would be performing in or working on your show for TOsketchfest*) as a participant with at least name & email, <u>including the main contact</u>. It helps us, we promise.

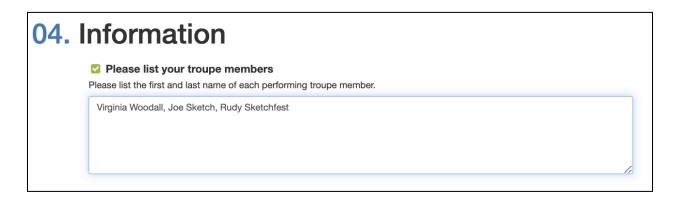


### Step 8.

Page "04. Information" includes the bulk of the materials and resources we are seeking to help the programming committee 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.





Do	es anyone in your Troupe (including writers, director, and cast) identify as:
Thi	s is not mandatory; it is a voluntary disclosure. TOsketchfest collects demographic information about the creatives involved to
ass	ist us in our Diversity and Inclusion Strategy. The information collected here will be used to create aggregate data that will
des	scribe the diversity of the Festival program.
	Artist Under 30 Years Old
	Artist Over 50 Years Old
	LGBTQ2S+
	Non-Binary, Gender Fluid, Gender Non-Conforming

Recent immigrant, less than 5 years

Person of Colour
Indigenous

Deaf, Mad, Disabled

An equity-seeking identity/community that has not been listed

### Live Performance Footage Link 1

Please provide a link below to live performance footage of your act. Show us full scenes. Try to make sure your footage is a close representation of what we could expect you to present at the festival. If there would be major differences, please explain them in the viewing instructions.

The programming committee will watch 10 minutes of video for each submission. It is okay if the scenes are from different shows.

It makes it most seamless for the programming committee when you edit together 10 minutes of full, complete sketches (do not send a sizzle-reel of blow lines or material that is extra heavily edited).

You can submit links to separate videos if you don't have them edited together, and tell us what time stamps to watch.

Pre-recorded short films/video sketches are not acceptable for live submissions - those can be submitted via the film festival.

https://www.youtube.com/watch?v=cmda6PTog04

### Live Performance Footage Link 2

http://

### Live Performance Footage Link 3

http://

### **Viewing Instructions**

Anything specific you want us to know about this reel? Is there a password needed to watch? A particular spot you want us to start or stop watching?

If there is a password to access the video link, tell us here.

If you upload separate links, tell us if you want us to watch the full thing, or start and stop each link at certain timestamps. Remember, the programming committee with watch 10 minutes of video per submission - please give us any viewing instructions that will help!



### Show Description (100 words)

Please provide a short, 100-word description of your show. This section is how we'll sell your show to the public (we'll talk about your troupe next). Be descriptive about your style and aesthetic. Talk about what differentiates your show from other sketch shows in this festival. Does your act have a concise tagline that defines your style/content? Does your show have a theme?

This is the description that will be made public, if selected.

Ever wondered what happens when festival producers finally snap? Sketchy Producers is a chaotic love letter to submission forms, Google Sheets, and the crushing weight of "exposure." Watch as over-caffeinated arts admins transform their trauma into big, weird, unapologetically meta comedy. Expect inside jokes about deadlines, surreal scenes featuring anthropomorphic grant applications, and at least one sketch that's just a chair onstage for ten minutes. It's self-referential, a little bitter, and very funny - basically everything your favourite festival producer wishes they had time to do.

### ☑ Troupe Bio (300 words)

Tell us about your troupe! List your accomplishments, your influences, your awards, your notable members who write for Baroness or SNL, whatever you like (so long as it fits in 300 words).

This is the bio that will be made public, if selected.

About Administrative Nightmare

Administrative Nightmare is not a troupe so much as a cry for help. Formed in a fluorescent-lit office during "crunch week" of festival planning, the group consists of people who should definitely be answering emails right now instead of rehearsing. Their influences include Baroness von Sketch Show, Monty Python, and the sound of a printer jam at the worst possible moment.

### **Additional Information**

If there is anything else you would like the programming committee to know about your show, troupe, perspective, point of view, or how you approach your writing, please include that here.

This will not be published.

We'd like the committee to know that Sketchy Producers: The Musical (Not a Musical) is written from lived experience. Specifically, the lived experience of refreshing an arts council grant portal until our eyeballs went dry. Our troupe approaches writing by asking one core question: "What if this email thread were a sketch?"

Our perspective leans heavily into satire of arts administration, but always with affection. We're not just roasting producers



### What are your goals for your TOsketchfest show?

Please tell us more about any special aspirations you have for your festival show! For example, you might tell us:

- "Introduce our award-winning show to Canadian audiences."
- "Work with a director to create a special show with lots of production value."
- "Try something experimental with a cast of really experienced comedians."

What is your vision?

Our goal is to present the show we've been building toward for the past two years. It's tight, polished, and ready for a festival stage. After developing and testing this material in smaller venues, we feel it's finally festival-ready and want to showcase it at the next level.

TOsketchfest is the ideal platform to invite industry, peers, and new audiences to see this work, and our aspiration is to

### Identify your troupe in one of these two categories

Emerging: Troupes or artists that are identified in the emerging stream might be first-time Festival performers, newly formed troupes or recent graduates from training programs. While some may appear "green", these troupes or artists have made a professional commitment to the comedic arts, and have demonstrated artistic achievements. The troupe or artists must have some history of performance on stage or online.

Established: This stream includes troupes or artists that may have performed at the Festival in the past, troupes with a history of artistic achievement, and newly formed projects by established artists. These troupes or artists have a strong following of fans in person or online, a repertoire of high-quality material and a track record of local and touring success in recent years.

Emerging 

✓ Comedy Hometown

What city and province/state would you say your troupe is "from"?

Toronto

# ✔ Comedy Genre(s): (select all that apply for this intended TOsketchfest show) ✔ Sketch review ✔ Variety show Musical ♣ Solo sketch Clown Dance Puppet Drag Other ✓ Troupe Size Please select the number of performers you would expect to have at TOsketchfest 3-6 people



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### Venue Preference

Please select the venue that best fits your show. Note this is just a preference. We cannot guarantee your first choice venue. If you have tech or accessibility requirements that will impact venue assignment, please give us details in "Logistics" (the next question).

The Theatre Centre Mainspace

Stage: Approximately 35' wide, 18' deep, black box theatre used for theatre shows.

Capacity: 140-180.

Accessibility: Performance space is mobility accessible, audience accessible seating

Will work for pretty much anything: traditional sketch shows, large cast shows, and shows with more technical demands. There will be a projector and screen hung on the back wall above the stage.

The Theatre Centre Incubator

Stage: Approximately 20' wide, 15' deep, black box theatre used for theatre shows.

Capacity: 60

Accessibility: Audience accessible seating

Great for traditional sketch shows, and more intimate formats like one-person shows. Larger casts or very physical or technical shows may have some challenges. A projector/screen will be hung to the side of the stage.

Comedy Bar

Stage: 16' wide, 11' deep black box cabaret theatre used for stand-up, sketch and improv shows.

Capacity: 100

Accessibility: Venue is not accessible

Great for traditional sketch shows and one-person shows, larger casts or very physical or technical shows may have some challenges. Video equipment is a flat screen television permanently built into the back wall.

Please note the Theatre Centre Mainspace is the only stage that is accessible for performers with mobility-related disabilities and mobility devices.

Theatre Centre Mainspace

Theatre Centre Incubator

Comedy Bar

### Logistics

In this space, let us know if there are any issues we should know about as we schedule your show. Things like: troupe is only available certain dates, you require a fully accessible venue and stage, you know that a regular troupe member will not be available during the festival, etc.

We are available any dates in the festival



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### 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.

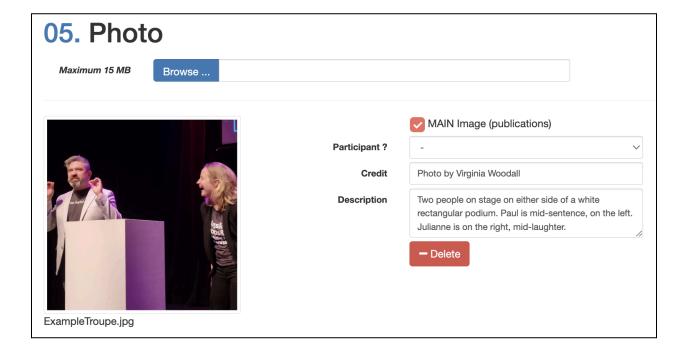
 Please make sure your photo is labeled with your troupe name (not "cast photo" or "Screen Shot 2022-10-22 at 10.37.45 PM")

Once you upload the image, it will ask you:

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

**IMPORTANT:** Please fill in this information! We ask for it, because we need it. You filling it in now means that we don't need to ask you more questions later.

Click the blue "next" button when these fields are completed.





### **Step 10.**

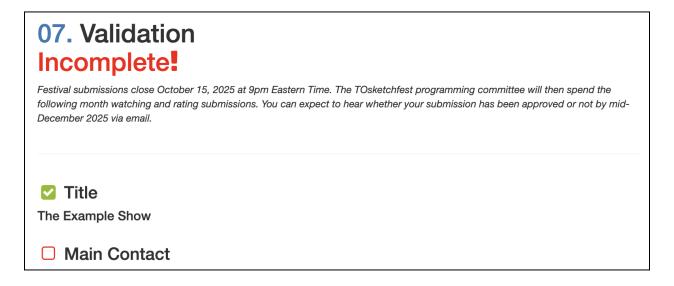
Page "06. File" allows you to upload any supporting documents you would like the jury to see in tandem with your live performance footage. This might include press kits, celebrity endorsements, a list of accomplishments, or more.



### **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.



Once everything is complete and the red boxes turn green, 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, <u>please complete this form</u> 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 2026 submission fee is \$45 plus tax for a total of \$50.85 CAD. If cost is a barrier to completing your application, please reach out to virginia@torontosketchfest.com. What is the Submission Fee for? Aside from providing for the enormous amount of time and resources that go into evaluating submissions, your fee gets you the following benefits: If your troupe is selected to perform in the festival: • All festival performances will be supported by publicity and marketing campaign You will receive free and/or affordable professional development workshops and panels in our Learning + Fun Series You'll gain access to Industry networking opportunities and industry professionals are invited to attend festival shows Each troupe will receive a ticket package to support participating troupe members to see shows during the festival. If your troupe is declined: • Your troupe will receive a ticket package equal or greater than the value of the submission fee. You will have free and/or affordable access to select workshops and panels in our Learning + Fun Series Pay Now FREE WITH THIS WAIVER CODE



### And that's it!

Once the payment is approved you will be brought automatically to a confirmation page on our website.

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



# CONFIRMATION

### **THANK YOU!**

### YOUR FESTIVAL APPLICATION HAS BEEN RECEIVED

We look forward to reviewing your submission!

You will receive a confirmation email from **PAYPAL** detailing your payment information as well as a confirmation email from us, providing all of the detail of your application.

### That's it! You did it!

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

Festival submissions close October 15, 2025 at 9:00pm Eastern Time.

The TOsketchfest programming committee will spend the following month watching and rating submissions. You can expect to hear whether your submission has been approved or not by mid-December 2025.