



OTTAWA **FRINGE**

Producers' Handbook 2019



CONGRATULATIONS!

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You've won the lottery!

Whether this is your first or fourteenth Fringe, we're glad to have you aboard. This June marks the 23rd Ottawa Fringe Festival.

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THE FRINGE TEAM

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Top, L to R: Ted Forbes, Kevin Waghorn, Amanda Logan, Patrick Gauthier, Claudia Gutierrez
Bottom: Brittany Johnston

CONTACT SHEET

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Patrick Gauthier // Festival Director

A veteran Fringe performer, writer, director, volunteer, audience & staff member. Likes the baseball lots. director@ottawafringe.com

Ted Forbes // Technical Director

He's the full-time TD of Arts Court Theatre and in June oversees tech at every lottery venue. He's got a big beard, so you know he means business. td@ottawafringe.com

Amanda Logan // Marketing & Communications Officer

Fringe nerd and walking info booth, you'll mostly be hearing from Amanda about the print program, web listings, and the Festival media kit. If you overhear someone talking about true crime podcasts and Drag Race, you've found her. marketing@ottawafringe.com

Brittany Johnston // Artistic Outreach & Development Coordinator

Brittany is the festival's artist liaison. Hit her up with your Qs re: billeting, schedules, and special events. She also programs the Fringe Encore Series, so consider buying her a beer. brittany@ottawafringe.com

Claudia Gutierrez // Patron and Client Services Coordinator

When Claudia isn't making custom piñatas, she is responsible for Box Office and Front of House. She's working around the clock making sure bums get put in your seats. claudia@ottawafringe.com

Volunteer Coordinators

Organize the 200+ volunteers who make Fringe happen. Artists can be volunteers too! Drop them a line if you like snacks, free tickets, and new friends. volunteer@ottawafringe.com

Box Office Coordinators

The Festival's box office experts. info@ottawafringe.com

Kevin "Old Man" Waghorn // Managing Director

Director of the Ottawa Fringe organization, keeper of knowledge and spreadsheets. Known to many as Old Man Waghorn – a nickname coined during the 2007 Ottawa Fringe but which has accurately described him since 1992. kevin@artscourt.ca

THE BASICS

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The Festival will run June 13-23, 2019.

Tech rehearsals begin June 11.

Preview Night is June 12, make sure to sign up for a slot!

The Fringe office is located on the first floor of Arts Court, 2 Daly Avenue. Take Elevator B, turn right, and go to the end of the hallway.

DATES & DEADLINES

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All forms are available at ottawafringe.com/performers.

- **Tech Questionnaire:** January 31
- **Program Listings:** March 25
- **Prix Rideau Awards Submission:** April 1 (locals only)
- **Billet Requests:** April 8
- **Media Questionnaire:** May 1
- **Preview Night Registration:** June 10

SAFER SPACES

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The Ottawa Fringe is committed to providing an environment free of discrimination, violence, and harassment, where all individuals are treated with respect and dignity.

Harassment in any form will not be tolerated. Ottawa Fringe employees, volunteers, or artists who are found to have harassed another individual may be subject to disciplinary action.

The Ottawa Fringe Anti-Harassment, Anti-Violence, Anti-Discrimination policy can be found in [Appendix A](#) of this handbook, and online at ottawafringe.com.

All artists participating in the festival are expected to familiarize themselves and their team with our policy.

FESTIVAL < -- > PRODUCER COMMUNICATION

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Here and there the Handbook refers to a show's Producer or Producer Contact.

Whether you are a solo artist or working in a group, you were asked during registration to name one Producer who will be the Festival's sole and primary contact.

Producers: You will receive regular email updates from Festival staff. These contain important info about policies, deadlines, events, opportunities, etc. You gotta read them to stay in the loop.

Everything you are emailed is also archived at ottawafringe.com/performers.

As the primary (and only) contact for your show, you are responsible for sharing this info with your teammates, whenever relevant.

LETTERS OF INVITATION

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Letters of Invitation serve as a contract between the Festival and the Producer.

You can expect these to arrive by email, sometime in April. We need 'em back (signed) and can't pay you otherwise... Motivation!

International performers: you're not getting into the country without one.

LIABILITY INSURANCE

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Companies participating in the Ottawa Fringe Festival are **not** covered under the Fringe Festival's insurance policy. We recommend that you obtain your own liability insurance. If you need help finding a provider, please contact [Patrick](#).

PROFESSIONAL ASSOCIATIONS

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If anyone working on your show belongs to a professional association (CAEA, ACTRA, UDA) you are responsible for any permissions required to engage them.

Please note that Equity (The Canadian Actors Equity Association) has a Festival Policy that CAEA members can access for their production – but they will only send agreements to their own members.

PERMISSIONS

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You are responsible for securing any and all rights and permissions for your production – including script, music, etc.

Should we receive an inquiry regarding rights for your performance, we will forward the request to you immediately, and recommend that you deal with it ASAP.

Failure to secure the necessary permissions could result in the cancellation of performances.

WITHDRAWAL

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Cold feet?

The date to drop out of the Fringe and receive a 100% refund of your Registration Fee (less a \$30 processing fee) is **Friday, January 11**; and our 50% refund deadline (less the processing fee) is **Tuesday February 19**.

Withdrawals after this date will forfeit 100% of their registration fee. Should you wish to withdraw, please contact the Festival Director in writing.

TAXES!

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Sure, nobody *wants* to think about taxes. Sadly that does not stop our government from collecting.

It is your responsibility to meet all requirements laid out by the Canada Revenue Agency (CRA).

We've compiled some info below to help you avoid any confusion.

- “HST” is a 13% tax levied on all goods and services in Ontario (including theatre tickets). Note that **HST is included in the price** of all Fringe tickets. That means you owe 13% of your ticket sales to JT. Or maybe not... keep reading.
- Canadian companies and individuals earning less than \$30,000 annually are not obligated to remit HST.
- To remit HST, you will first need to register an HST number with the Canada Revenue Agency.
- You can claim the HST you pay as an “input tax credit” on your next tax return.
- International companies must remit HST (but can apply for a refund).
- If you have questions about HST, contact the Canada Revenue Agency directly.

TAXES FOR INTERNATIONAL PERFORMERS (R105 WAIVERS)

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NEW! As much as you love red-tape, the government of Canada has introduced a **simplified process** for non-resident artists earning money through performances in Canada. Along with this change, the threshold income of non-resident artists has increased to CAN\$15,000 or less in a calendar year.

Seriously, now you have no excuse not to apply for this waiver. [Read about the changes](#), and then start [filling out that form](#)!

Helpful facts:

- You give your completed form to us. You don't need to interact with the CRA, because Fringe takes care of everything.
- If you are participating in more than one festival, however, you must fill out an R105-S form for each.
- You can use the new simplified process if you are self-employed and the total amount you expect to earn is less than CAN\$15,000.
- If you go over the limit because your show is a smash-hit, the waiver will still be valid as long as you reasonably expected to net under CAN\$15,000 at the time you applied.
- You may deduct "reasonable expenses" – i.e. travel to/from Canada; meals; accommodation – from your revenue to achieve a net income of CAN\$15,000 or less. You gotta keep those receipts though (and submit them to us; but keep copies for your records).
- U.S. residents will have no income withheld on their revenue; other internationals will have 23% tax withheld on their net income (net = Box Office – Eligible Expenses). Read more details on the [CRA website](#).

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- If you expect to net more than CAN\$15,000, you'll need to follow the [traditional R105 waiver process](#).

For more info contact the International Tax Services Office:
1-800-959-8281 (within Canada & USA) or 1-613-940-8495 (outside Canada & USA – collect calls accepted). If you need help, contact Patrick, director@ottawafringe.com, who loves talking taxes (this is a lie but contact him anyway if you have questions).



WORKSHOP SERIES

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All workshops are held at Arts Court and begin at 7pm.

For festival participants, Ottawa Fringe will host a series of free workshops. Ottawa-based participants and wait-listees are encouraged to attend if in Ottawa and available.

We hope to see Fringe veterans too, as the workshops contain some valuable info re: Ottawa Fringe practises and policies that may have changed since your last go of it.

January 14 — Fringe 101

You're in the Fringe... now what? Patrick will introduce the Ottawa Fringe, its policies, and what to expect between now and closing night. If 2018 is your first Ottawa Fringe, this workshop will provide invaluable info. If you've Fringed before, come by to learn about the changes being made this year. **Info/RSVP:** director@ottawafringe.com

February 25 — Marketing on a Dime

Join Amanda and artists to learn best practices and new ideas for marketing a show in the Ottawa Fringe Festival. This workshop will offer advice and answer questions about successful (and unsuccessful) Fringe Festival promo. We'll discuss: writing a standout show description for the Festival program, effective poster designs, (mis)uses of social media, on-site promo, and a mini Canva tutorial. **Info/RSVP:** marketing@ottawafringe.com

March 11 — Ted Talks: Tech

We'll review the dos and don'ts of designing a show for the Fringe. All the while providing some tips re: managing your technical rehearsal and stage managing your performances. Technical Director Ted will be on-hand to answer any and all questions you might have when it comes to the logistics of your show. **Info/RSVP:** td@ottawafringe.com

May 6 — Panel: DIY Publicity (Pitching Like a Pro)

Local media are looking for good story ideas every day. Fringe artists have good stories. But what makes a good story may not mean the same to you as it does to the press. Join staff, artists, and a panel of

media pros for a discussion as to what goes into a solid pitch – and how to make one. **Info/RSVP:** marketing@ottawafringe.com



MARKETING & MEDIA

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Ottawa Fringe provides all participants with the following services and opportunities:

- Show listings in a **print program** distributed at festival venues, box offices, and by retail partners in all Ottawa neighbourhoods
- Show listings and online ticket sales at ottawafringe.com
- A digital **media kit** hosting your hi-res photography, bios, and show briefs. One link to rule them all: ottawafringe.com/media
- An opportunity to perform at our **Preview Night** event, June 12
- A [free workshop](#) on best marketing practises
- A [free panel discussion](#) with local media re: what makes a strong story pitch

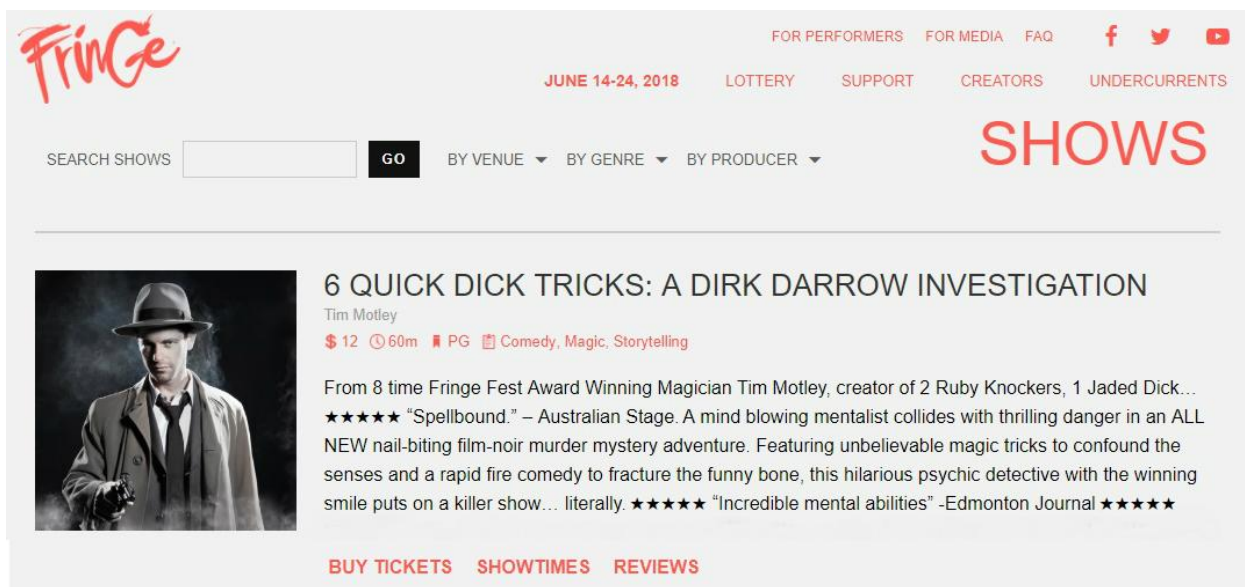


Print Program

Your info for print program listings is needed before **March 25** and no later. A form is waiting for you at ottawafringe.com/performers.

Failure to meet the deadline = no show listing in the print program.

A free Ottawa Fringe workshop will cover what does and doesn't make a super show description. Return to [page 14](#) for workshop info.



The screenshot shows the Fringe Festival website interface. At the top, the 'Fringe' logo is in red script. Navigation links include 'FOR PERFORMERS', 'FOR MEDIA', 'FAQ', and social media icons for Facebook, Twitter, and YouTube. A date banner for 'JUNE 14-24, 2018' is present, along with links for 'LOTTERY', 'SUPPORT', 'CREATORS', and 'UNDERCURRENTS'. A search bar with the text 'SEARCH SHOWS' and a 'GO' button is on the left. Below the search bar are filters for 'BY VENUE', 'BY GENRE', and 'BY PRODUCER'. On the right, the word 'SHOWS' is displayed in large red letters. The main content area features a show listing for '6 QUICK DICK TRICKS: A DIRK DARROW INVESTIGATION' by Tim Motley. To the left of the text is a black and white photo of a man in a trench coat and hat. The listing includes a price of '\$ 12', a duration of '60m', a rating of 'PG', and genres 'Comedy, Magic, Storytelling'. A detailed description follows, mentioning Tim Motley's previous work and critical acclaim. At the bottom of the listing are links for 'BUY TICKETS', 'SHOWTIMES', and 'REVIEWS'.

Online Listings

Before **April 30** you will have the opportunity to edit your show description, for the website listings. You can also add links to YouTube/Vimeo trailers which will be embedded on your show page. A form is waiting for you... [you know where](#).

This deadline is optional! Skip it and we will publish online the same show description you write for the print program.

N.B. A cool feature of our online listings is a comments/reviews section. During the festival, some patrons will leave their personal reviews here and Ottawa critics will publish links to their reviews. If your show already has some reviews under its belt, get right in there and add these to your listing. Online listings will launch about one month before opening night. We'll email producers with a heads up at the time.



Media Kit

Media professionals are incredibly overworked! There is a positive correlation between how easy we can make it for media to cover Fringe, and how much coverage Fringe receives.

At ottawafringe.com/media is the Festival's online Media Kit. This is where media will have access to your hi-res photography, show briefs, performer bios, contact info (for interview requests) etc.

Reviewers, especially, rely on the Media Kit for cast/credits and other reference material. Very few Fringe shows print a house program, which is normally what a critic would keep on hand when writing.

Media pros hate too many attachments... and hi-res photography is sometimes too large to attach to an email, anyway. When pitching your show to local media, you are encouraged to provide the ottawafringe.com/media link as a one-stop shop for these resources.

Frequently Asked Questions

How do I reach out to Ottawa's critics and reviewers?

We've got you covered. Ottawa Fringe will invite every critic and reviewer in town, and share with them the Media Kit and program.

Accredited media are issued passes and can book their complimentary tickets in advance, either online or through the Festival box office. Many reservations are made weeks in advance. More tend to come in following Preview Night performances (June 12), and lots more on opening weekend.

If your show is selling out, you can request that we cut off any additional media comps. Some producers like the buzz, while others would prefer to sell these seats than comp a reviewer.

Media passes automatically expire on Thursday June 20th, before closing weekend performances begin. The exception being if you are touring and would like to have reviews to take with you on the road – let us know if this is the case for you.

So... I don't gotta do nada to get reviews?

Fun fact: for seven years straight, every show in the Festival has received at least one or two reviews!

What you can do, if you feel like it, is write some short and sweet notes to invite your *favourite* critics to the show.

Again, this is not absolutely necessary. But with so many choices to make in the program, it can't hurt to be at the top of a critic's mind... can it?

What about feature coverage? Like newspaper and radio interviews?

You're on your own there. Sort of.

The Festival's publicist is the Festival's publicist. Not your show's publicist. That being said, media producers may ask Amanda for recommendations and story ideas.

At ottawafringe.com/performers (where else?) you will find a form called the Media Questionnaire. Submitting the Media Questionnaire is the #1 best way for Amanda to learn about you and your show. It is [HIGHLY RECOMMENDED](#) that you submit this form as soon as possible. The more we know about your show, the easier it is for us to talk it up.

Should I be hiring a publicist to promote my show?

This isn't a super common practise in Ottawa. Every year a few producers will. However, their shows are not always the most-covered and fewer become a top-selling show as a result.

At the end of the day, word of mouth is king at our festival. Bring a good show and you're good to go.



HALF-PRICE PROMOS

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Producers will have the option of offering half-price tickets to any of their performances. If you opt-in, **25%** of your tickets are removed from that performance's inventory and made for sale day-of and cash-only (meaning they are sold at half-price or not at all).

The half-price tickets will be advertised online, however they are only available for purchase **in person** at the info station in Arts Court, from 5-10:30pm on weekdays and 2-10:30pm on weekends.

To participate: there will be some boxes to check in the **Half-Price form**, which must be submitted at least 48 hours prior to showtime.

Insider tips for making the most of your Half-Price Performance(s):

- Select performance(s) early in your show's run
- Select performance(s) after 6:00pm on weekdays & 3:00pm on weekends, so people have time to nab 'em before your show



PREVIEW NIGHT

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June 12: 7:00pm at Arts Court Theatre (2 Daly Avenue)

Artists who sign up for Preview Night will have 2 minutes to pitch their shows to an eager audience, who are looking for reasons to see your show! This event ~~sells-out~~ over sells every year, so make sure you're free to participate.

There's a bar and party in the adjacent Studio and patrons are welcome to bring drinks to their seats.

A sign-up form will be sent to Producers in the spring. Please note: you'll need to be available as of 6:00pm that evening - clear your calendar.



POSTERING

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A word of advice: Postering sucks in Ottawa. People will cover your posters, or rip them down for no apparent reason. We're not talking about fellow Fringe artists but competing promoters and festivals and also weird vigilantes who believe posters are ruining our city. It's not at all reasonable.

Save most of your posters for Fringe venues and inside or in the windows of local businesses. A run of 50 posters should be more than enough.

Posting around Fringe site and venues:

- In **Arts Court**: in the elevators use magnets only. Bring some with you, or if you ask real nice Fringe staff may be able to lend you some. There's also a bulletin board beside Elevator B on the first floor exclusively for Fringe shows.

Definitely **do not** poster on the fence outside Arts Court – it makes building maintenance staff (and by extension, Fringe staff) very upset, and they will be taken down quickly. On June 10th we'll mount a few large coroplast boards on the fences, which you can post on. There's limited space on these, so be cool and don't post multiples on the same board. If rain ruins the posters beyond recognition, we may remove the damaged posters and start again with fresh boards.

- The **University of Ottawa** is private property and play by their own rules. You are pretty well free to poster on the bulletin/poster boards in Academic Hall and in the lobby of Studio Léonard-Beaulne. However poster elsewhere on campus requires stamped approval by some uni bureaucrats. [More info](#).

***FYI:** Do not tape to painted walls. Not at the University, not Arts Court, not the Ottawa Art Gallery, not anywhere. Fringe has been billed for damages in the past and this will lose you some major cool points.*

A note re: flyers and postcards – you all print a lot of these, but we ask that you don't leave them in random places around the Fringe site. Flyers left on Box Office tables and in Arts Court Studio will be recycled at the end of each day. Don't waste your money or trees.

There will be a table at the Arts Court front desk where flyers can be left – drop a small stack there and top it up as necessary. And remember that the best way to get your flyer in someone's hand is by giving it to them directly!

If you're planning on poster around the city, it's best you read up on the [City of Ottawa's poster by-laws](#). You can expect posters that violate these by-laws to be removed by City staff.

FYI: By-law employees clear off the city's poster collars on the 1st and 15th of every month (give or take a couple days if that date falls on the weekend). If you're out there posterizing early (not a bad idea) be sure to budget for a second round following these teardown dates.

If you're looking for some printing recommendations, we suggest [Merriam Print](#), located < 10 min walk from Arts Court (they offer a 15% discount to Fringe performers!).

SCHEDULING

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Performances take place between **Thursday June 13** and **Sunday June 23**.

You will need to be available up to three days in advance for a technical rehearsal. Daytime tech rehearsals will be necessary for most companies.

Performance start times will vary, between 5:00 and 11:00pm, Monday to Friday, and noon to 11:00pm on weekends.

You may receive a few drafts of your schedule. The final version will be sent in April.

All shows will receive a mix of early evening, prime time, late night, and matinee performances.

Availability

Performers are expected to be available during the entire Festival. It is imperative that you let us know ASAP if this is not the case.

The Ottawa and Montreal Fringe Festivals overlap this year. Please contact Patrick (director@ottawafringe.com) ASAP if you will be participating in both festivals.

Artists performing in multiple shows assume the risk that schedules may overlap. Ottawa Fringe makes no guarantees the schedule will be able to accommodate these conflicts.

Ottawa Fringe is not responsible for conflicts with any artists' personal schedules. Such conflicts may only result in fewer performances being scheduled.

VENUE ASSIGNMENTS

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Lottery winners: The venue you are assigned is shared with seven or eight other shows. Venues are assigned with consideration to your technical requirements, however we cannot make any guarantees based on your requests. We promise to do our best to assign you a venue that is suitable for your show.

Lottery Venues

Tech specs for these venues are available at ottawafringe.com/performers

Venue 1: Arts Court Theatre (2 Daly Ave.)

- 130 seats, raked seating.

Venue 2: ODD Box (2 Daly Ave.)

- 80 seats, raked seating with some rows on the floor.

Venue 3: Academic Hall (133 Séraphin-Marion Pvt.)

- 170 seats, raked seating.

Venue 4: Lab0 (60 Waller St.)

- 100 seats, raked seating.

Venue 5: UofO Tech Studio (60 Waller St.)

- 70 seats, raked seating with some rows on the floor.

Please do not contact the venues directly. Ottawa Fringe rents the venues and their staff cannot help with any Fringe-related questions, nor will they arrange for you to see the space.

ALL THINGS TECH (FOR LOTTERY VENUES)

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Bring Your Own Venue (BYOV) producers: this next bit is only applicable to lottery venues. Skip ahead to [page 32](#).

First things first: make sure to submit the [Technical Requirements Form](#) before **Thursday, January 31st**.

Technical Rehearsals

All shows must have a technical rehearsal prior to their first performance. Tech rehearsals are scheduled in 3 hour slots.

Ottawa Fringe provides a venue technician to work with you.

Here's what has to happen during your 3 hour tech time:

- Load in & set up your show. You may be asked to demonstrate that your set-up and teardown can each be done within the 15 minute time limit.
- Set lighting/sound levels & any other tech required for your show, and listen to the [pre-show announcement](#).
- Adjust your performance to the space. Re-block if necessary.

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- If time permits, run your show for the technician.
 - Pack-up your show. For the Festival schedule to run smoothly you must be able to do this in less than 15 minutes every night.

This is not your dress rehearsal, this is a tech rehearsal. It is the only time that your venue technician will have the opportunity to learn how to run your show before it goes in front of an audience.

Preparation

- You should prepare and bring a detailed prompt script with any lighting and sound cues clearly marked. The venue technician will be running several shows during the Festival. It is not wise to expect him/her to memorize all of the specific details.
- The venue technician has discretion over all tech conditions for their venue, and runs all technical rehearsals in that venue. During performances, this technician is available (if needed) to run either the lights or sound.
- It is highly recommended you have a stage manager to run your show. If you do not have a stage manager at your tech rehearsal but the Venue Technician deems one necessary, you will need to find one before your first performance. You can ask [Patrick](#) for help finding one.
- For any additional tech elements (video, slides, complex sound cues, etc...) you must provide your own stage manager or technician.
- Storage for sets/props is limited and will be shared with other shows. You will be assigned a small area for storage when you arrive at your technical rehearsal.



Lighting

A word of advice: keep it simple. The venue will have a lighting plot in place and you can see a copy of the plot (sometimes referred to as an “LX Plot”) at ottawafringe.com/performers.

The lighting plot is designed to accommodate as many shows as possible and has little flexibility.

Check in with our Technical Director, Ted, before bringing your own lighting instruments td@ottawafringe.com.

Depending on your venue, 1 to 3 “specials” (adjustable lights) will be available. Otherwise you will have to work with what’s already in the house lighting plot.

Sound

Lottery venues are equipped with a basic sound system including:

- QLab and/or CD player and/or auxiliary input
- a mixing board
- two microphones with stands
- amplification and speakers

If your show demands more than the above equipment, please contact the Technical Director **today** (td@ottawafringe.com).

Any extra equipment is to be provided by the show's producer. Ottawa Fringe does not supply A/V equipment, extension cords or adapters.

Special Effects

Ottawa Fringe may forbid the use of any special effect or scenic element which is deemed unsafe or unlawful.

The use of open flame or pyrotechnic devices is strictly prohibited.

Under no circumstances will a real firearm be allowed into any venue. Contact the Technical Director (td@ottawafringe.com) if you plan on using a prop gun.

If using a prop gun (non-firing or firing) there must be somebody on your team with a PAL (Possession and Acquisition Licence) who will be responsible for the gun at all times.

The only way to use a gun on stage, without a PAL, is if a non-firing gun is made to look like a prop and can in no way be mistaken for a real firearm by the audience.

Dressing/Green Rooms

One word: RESPECT.

- 1) Respect the space, leave the dressing room in better shape than you found it
- 2) Respect the other artists you are sharing the dressing room with.

There are 30 minutes between performances at the Ottawa Fringe – artists preparing for their next show should not be in the dressing rooms before the previous show has come to an end.

Load Out

Following your show's final performance you are expected to IMMEDIATELY load your set/costumes/props out of the theatre and dressing rooms.

Some venues may allow you load out in the morning (read: 9am) on Monday, June 24. Talk to your venue tech to confirm.

If in doubt, load it out.



BRING YOUR OWN VENUE (BYOV)

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Not a BYOV producer? Skip ahead to [page 34](#).

As a BYOV, you have some more tasks than other producers. Once you have secured a venue, you will also need to cover all technical considerations (including equipment and tech staff, if applicable).

Ottawa Fringe requires a copy of the agreement/rental contract you have made with your venue.

Remember that as of 2019, the Festival will only accept accessible venues. Ottawa Fringe may remove any BYOV from the Festival if the venue does not meet our accessibility requirements.

BYOV Schedules

- BYOV producers may schedule up to 10 performances with a maximum of one per day.
- Try to schedule a mix of evening slots along with weekend matinees.
- The Festival Director has final say with regards to all BYOV schedules.

Outdoor Venues

- There will be no rain dates offered if an outdoor performance is cancelled.
- Ottawa Fringe will not sell advance tickets to shows at outdoor venues. This rule also applies to half-price tickets. When a performance is cancelled due to poor weather, refunds can get messy and people get sad.
- If you wish to arrange an alternate rain out location, this location must be approved by the Festival Director before May 1.

BILLETING

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Touring Artists

Billet Request Forms (for touring artists) are available now. These must be submitted before **April 9**. The earlier the better.

Ottawa Fringe staff try hard (*usually* with a 100% success rate) to provide out-of-towners with a place to stay. That said, consider the following:

- Billeting is not guaranteed, you should have a back-up plan.
- Members of the same production may have to be billeted separately (but if you're snuggly and can share a bed, please let us know).
- Billets are arranged on a first come first served basis.

Local Artists

If you're down to host a visiting performer (or two) during the Festival, go ahead and submit a **Billet Hosting Form**.

Do it for the cause! And also good karma... is touring in your future?

As a token of appreciation, hosts are provided with an all-access VIP pass to the Festival.

UPON ARRIVAL

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Artist Check In

Check in between **June 10-13**, 1:00pm-4:00pm in the Fringe Office (Suite 100 in Arts Court, 2 Daly Avenue). Can't make those times? [Get in touch!](#)

This is where you'll pick up your Producer IDs, sign a few important pieces of paper, and boom! All ready to get your Fringe on.

Fringe Pins - You NEED one

Everyone, including **artists need a pin to get into any Fringe show** - the volunteer at box office will always ask to see your pin so keep it on your person at all times.

During Artist check-in producers will be given pins for their team.

One only get one - so don't lose it. If you lose it you are responsible for buying a new one - the cost is \$3.00/pin.



Pre-Show Announcement

Before the start of each show in a lottery venue, your venue tech is required to play a pre-recorded Pre-show Announcement. You will have the opportunity to hear this recording during your tech rehearsal.

If you think a pre-show recording will spoil the mood, [contact Patrick](#) with your concerns.

One more thing: PLEASE don't take photos of other people's shows, unless you've been given permission. It's disrespectful to the artists and distracting for other audience members. Thanks!



FRONT OF HOUSE (FOH) & BOX OFFICE

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Ticket prices are set at \$12.

Producers receive 100% of this ticket price for all tickets sold in advance or paid by cash at-the-door.

We also sell a limited number of 5- and 10-show passes, which are only valid at the door. Producers receive \$8.50 for each pass ticket sold.

Patrons have the option to purchase a FourPlay package. Available online only, FourPlay packages include 4 advance tickets to 4 different shows for at-the-door prices. Producers receive \$10 for each FourPlay ticket sold.

You may opt-in to offer a half-price promotion for any number of your performances. Return to [page 21](#) for that info.

Advance Sales & Door Sales

100% of tickets are available for sale in advance.

ONLINE: Advance tickets can be purchased up until two hours before showtime.

BOX OFFICE: Advance tickets are available at the Festival box office up until two hours before showtime.

AT THE DOOR (CASH ONLY): All remaining tickets are available as of one hour before the performance.

N.B. Advance tickets will not be sold for outdoor venues.

Booking Comps

Producers may offer complimentary tickets by visiting their venue's box office **one hour prior to showtime**.

How to do comps:

- **Comp List:** If you know specific people (family, friends) coming you can give the volunteer a list of names.
- **Password:** Example: "Bananza". You can limit the number of complimentary tickets that can be used that day - let the volunteer know!

If you do not provide this information to your volunteers before **each** performance, we will assume your show has no comp list or limit. And remember: being on the comp list/having the password does not guarantee a ticket - make sure your comps arrive early, because if the show sells out, they're out of luck...

Volunteer Appreciation Shows

Producers may select one or more performance(s) as a Volunteer Appreciation Show. This means volunteers can see your show for free by

wearing their Fringe t-shirt, and is a great way to show them some love for all their hard work during the festival.

Fill out the Volunteer Appreciation form [here](#) before June 8.

FOH Standards

There are more than 350 performances taking place during the Festival. Ottawa Fringe runs on a tight schedule. Shows need to start on time.

Patrons arriving after the performance have begun will not be admitted to the show – even if you ask the volunteers to allow it.

Why? In some venues audiences must cross the stage to get to their seats. In the spirit of fairness, latecomers are not to be admitted in any venue at any time.

The rules:

- No latecomers or re-entry
- No refunds or exchanges

Payout Information

Artist payouts are paid by cheque, twice during the Festival.

1st cheque: Tuesday June 18. This cheque will include all box office revenue for performances June 13-16 inclusive.

- **N.B.** collect this cheque at the Arts Court box office during regular box office hours.
- Producer will be required to show their Producer ID and to provide a matching signature.

2nd cheque: Tuesday June 25. This cheque will include all box office revenue for performances June 17-23 inclusive.

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- **N.B.** collect this cheque in the Ottawa Fringe office (suite 100 at Arts Court) during the hours listed below.
 - Cheques not collected by June 28 at 5:00pm will be mailed to the Producer's address on file.

Unfortunately, we are not able to generate cheques early for touring performers. However, we can mail your cheque anywhere you'd like – your home address, another Fringe Festival, a Nigerian Prince – just let us know and we'll make it happen.

Office Hours

Suite 100, Arts Court (2 Daly Avenue). Use Elevator B.

June 10-21: Monday through Friday from 9:30am to 5:00pm

June 25-28: Tuesday through Friday from 9:30am to 5:00pm



CLUB FRINGE

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Stay tuned for juicy details re: both indoor and outdoor bar programming and late night programming.

The location will be revealed at a later date.



BEST OF FEST

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On closing night, **June 23**, the top-selling show in each lottery venue will give an encore performance.

The performances are a fundraiser for the Ottawa Fringe, with ticket sales being split 50-50 between artists and the Festival.

Best of Fest is determined by bums in seats (not total revenue). It is the total attendance of a show's first **four** performances.

N.B. Bring Your Own Venue (BYOV) producers are not eligible.

If you are unavailable for an encore performance on June 23, please inform the Festival Director (director@ottawafringe.com) ASAP.



AWARDS ELIGIBILITY

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All Artists

You can expect the Ottawa Fringe awards jury to use a minimum of two and a maximum of ten comp tickets. To opt-out, there's a box to tick in the [Volunteer Appreciation/Awards Eligibility form](#).

The jury is made up of Ottawa artists and theatre patrons.

Ottawa-Gatineau Artists

Before **April 1**, you may register to invite the Prix Rideau Awards jury to your show. Do so [here](#).

N.B. Because you may not have your final schedule at that time, Ottawa Fringe will provide a copy to the PRA as soon as it is available.

The Ottawa Fringe will provide PRA jurors with a pass to enter your show, free of charge.

VOLUNTEERING

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We're always looking for great volunteers - without whom the Ottawa Fringe Festival would not happen every year.

If you (or someone you know) is interested, please register at ottawafringe.com/volunteer

Perks include a free ticket for every three hour shift, SNACKS, and one hundred-thousand thank yous!



YOU MADE IT TO THE END!

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Congratulations – you are now ready for the 2019 Ottawa Fringe Festival (provided your show is written, of course).



ANY QUESTIONS?

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Did we miss something? Do you need clarification? Contact the Festival Director:

Patrick Gauthier

director@ottawafringe.com

613-232-6162 x101

APPENDIX A: OTTAWA FRINGE FESTIVAL Anti-harassment, Anti-violence, Anti-discrimination Policy

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1. Ottawa Fringe is committed to providing an environment free of discrimination, violence and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities.
2. Every person has the right to be free from harassment, violence and discrimination. Harassment, violence and discrimination will not be tolerated, condoned or ignored by the Ottawa Fringe Organization. If a claim of harassment, violence or discrimination is proven, disciplinary measures will be applied, up to and including filing reports with appropriate authorities, termination of employment or, in the case of a participant or patron, banning from events presented by Ottawa Fringe.
3. Ottawa Fringe is committed to a comprehensive strategy to address harassment, violence and discrimination. Ottawa Fringe will:
 - provide training and education on rights and responsibilities; monitor organizational systems that create barriers towards combating
 - discrimination, violence and harassment; and
 - provide an effective and fair complaints procedure.
4. This policy applies to all current employees of the Ottawa Fringe including all full and part-time, casual, contract, permanent and temporary employees. This policy also applies to all persons who attend Ottawa Fringe activities or spaces (including without limitation, offices, theatres, tents, outdoor spaces). Without limitation, this policy will therefore apply to patrons, volunteers, artists and other third-party participants, independent contractors and members of the Board of Directors.
5. The Ottawa Fringe Managing Director (kevin@ottawafringe.com), the Festival Director (director@ottawafringe.com) and/or a Designated Board Member chair@ottawafringe.com will be responsible for making decisions related to this policy. Of these three individuals, at least one shall be female and one shall be male.

6. Anyone who feels they have been harassed or discriminated against or who feels they have been the victim of violence can email any or all of the above emails and know that the information will be treated confidentially.

7. Harassment includes:

- offending or humiliating someone physically or verbally;
- threatening or intimidating someone; and
- making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

8. Sexual Harassment includes:

- offensive or humiliating behavior that is related to a person's sex;
- behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work or social environment; and
- behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

9. Violent behavior includes:

- hitting or throwing objects at a worker, volunteer, participant or patron;
- sexual violence, or threats of sexual violence, whether conveyed verbally, in writing, or through behavior; and
- threats of violence.

10. The Managing Director, Festival Director and Designated Board Member are responsible for:

- administering this policy;
- reviewing this policy annually with the Governance Committee of the Board of Directors and the Board of Directors;
- working with the Board of Directors to make necessary adjustments to ensure that this policy meets the needs of the organization;
- receiving complaints filed under this policy;
- acting on all complaints filed under this policy;
- notifying the Board of Directors, in a timely manner, of all complaints filed under this policy;
- where appropriate, determining whether or not allegations of harassment, violence and discrimination are substantiated;
- where appropriate, hiring a third-party to investigate whether or not allegations of harassment, violence and discrimination are substantiated;

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- determining what corrective action is appropriate where a complaint has been substantiated;
 - where appropriate, consulting with the Board of Directors regarding any corrective action to be taken.

11. Employees, Volunteers and Artists/Participants are responsible for:

- treating others with respect in the workplace and at all Ottawa Fringe activities;
- reporting harassment, violence and discrimination to the Managing Director or Festival Director or Representative of the Board; and
- cooperating with investigations into complaints filed under this policy and respecting the confidentiality of the investigation process.

12. Employees, Volunteers, Artists/Participants and Patrons can expect:

- to be treated with respect at Ottawa Fringe activities and gatherings;
- that complaints under this policy will be dealt with in a timely, confidential and effective manner;
- to have their rights to a fair process and to confidentiality respected by Ottawa Fringe employees and Members of the Board of Directors during an investigation of a complaint; and
- that all reasonable steps will be taken by Ottawa Fringe employees to protect complainants from retaliation for reporting harassment, violence or discrimination, or for cooperating with an investigation.

13. Procedures for Filing a Complaint:

- A. A person (the “complainant”) may file a complaint by contacting the Managing Director (kevin@ottawafringe.com), the Festival Director (director@ottawafringe.com) and/or the Representative of the Board (chair@ottawafringe.com).
- B. The complaint may be made verbally or in writing.
- C. If the complaint is made verbally, the Managing Director, Festival Director or Representative of the Board shall record in writing the details provided by the complainant.
- D. The complainant should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable). Complaints should be made as soon as possible but no later than within one year of the last incident, unless there are circumstances that prevented the complainant from doing so.
- E. The Managing Director, Festival Director or Representative of the Board of Directors will inform the person against whom the

complaint is made, either in writing or in person, and will provide as much information as possible while respecting the privacy wishes of the complainant.

- F. Every effort will be made to resolve the complaint within a reasonable period of time.
- G. If either party to a complaint believes that the complaint is not being handled in accordance with this policy, he or she should contact the Managing Director, Festival Director or Representative of the Board.

14. Substantiated Complaint

- If a complaint is substantiated, the Managing Director or Festival Director (in consultation with the Board of Directors, where appropriate) will decide what action is appropriate.
- The Board of Directors shall be advised of all complaints and of the actions taken to resolve each complaint.
- Corrective action against the subject of a substantiated complaint may include: a reprimand; a suspension; a transfer; a demotion; dismissal; or removal from one or more Ottawa Fringe events.
- Both parties will be advised of the decision.

15. Other Redress

- An individual who is not satisfied with the outcome of a complaint may complain to the Board of Directors.

16. Privacy and Confidentiality

- Every serious complaint will be brought to the attention of the Board of Directors and will be treated confidentially.
- All parties to a complaint under this policy are expected to respect the privacy and confidentiality of other parties involved and to limit the discussion of a complaint to those who need to know.
- The Ottawa Fringe and all individuals involved in complaints under this policy must comply with all requirements to protect personal information.

17. The Ottawa Fringe Board of Directors, working with Ottawa Fringe employees, will review this policy on an annual basis, or as required, and will make necessary adjustments.

18. Enquiries about this policy should be directed to the Managing Director at kevin@ottawafringe.com, the Festival Director (director@ottawafringe.com) and/or the Representative of the Board (chair@ottawafringe.com).

Date: March 26, 2018