



# Kingston's International Youth Arts Festival 2018

## Application Guidelines

Applications are open to any arts projects or performances involving people aged 5 to 26 years. These may be professional or amateur, and children or young adults may be involved as performers, creators and artists or as producers and event managers.

We are also happy to receive applications for adult work which is specifically targeted at young audiences.

Kingston's International Youth Arts Festival is interested in a variety of art forms, from traditional cultural activity to new and emerging genres. Originality is encouraged but we are also open to applications from young companies on tour.

### Programming

The Festival Director will programme successful applicants into appropriate venues in Kingston upon Thames using the information provided in the application form. **There are no venue hire fees.**

Please be as clear and precise as possible with your preferred dates, venue size and running time.

Provide as much supporting evidence as possible in your application. Even if the submission is a new piece of work please provide evidence of past projects and work. If you are presenting an adaptation, please do not submit scripts, sheet music etc. of the original work - this is not proof of the quality of your own version. The International Youth Arts Festival prides itself on a high quality threshold and therefore needs to feel confident in the quality of work it is programming.

### Key Dates

- Early registration deadline: 20th December 2018, 5pm
  - Final application deadline: **26th January 2018, 5pm**
  - Programming decisions made by: 26th February 2018
  - Registration fee payable with programme information: 11th March 2018
  - Headliners flyers, posters delivered: 1st May 2018
  - Technical and on site information, risk assessments provided to IYAF: 6th May 2018
  - The Festival: 6th July -15th July 2018
-



## **IYAF Registration Key Information**

**Please read all of the following terms and conditions before applying:**

Successful applicants must pay a one-off registration payment of £150 by 11th March. This fee will be reduced to £100 for 'Early Bird Applicants' who submitted their form before 20th December.

There is a 50/50 box office split on net ticket income.

All participants receive a festival wristband entitling them to stand-by complementary tickets to every show at the festival and discounts on food and drink. There are no venue hire fees but successful applicants will be required to pay a £150 inc VAT non-refundable registration fee to festival and be listed in the brochure.

If you apply on or before 20th December 2018 the registration fee will be a reduced earlybird price of £100 inc VAT.

Successful applicants will be encouraged to utilise other performance opportunities at the festival including gala events, carnival processions, performance slots on outdoor stages, collaborative events and informal evening sessions. The programming team will work with all visiting companies to co-ordinate these opportunities.

Participants will be given a free festival pass to see other performances at the festival and are actively encouraged to do so. At all performances, priority will be given to paying ticket holders and standby tickets will be released 10 minutes before the production begins to festival pass holders.

Individuals and groups are responsible for marketing their own productions and events. IYAF is responsible for marketing the overall festival. We offer support, guidelines and deadlines (which must be adhered to or your place at the festival will be at risk) in the production and delivery of marketing material and can assist with some distribution. Full details will be provided to all successful applicants.

IYAF allocates various awards during the festival in different categories. If you would like to be considered for these awards please indicate on the application form that you would like to be considered for "Best of the Fest."



Deadlines for applications are the 5pm, 26th January 2018. We aim to inform groups or individuals if they have been successful by 26th February 2018.

Individuals or groups should be made aware that this is a festival environment, therefore there will be tight turnarounds which must be adhered to and very limited rehearsal times in venues. Keeping technical requirements to a minimum is strongly recommended.

Participants must submit 25 words about their company and 50 words about their work for the festival brochure. The £150 inc VAT registration fee (£100 inc VAT for early applicants) covers this entry, however an extra advert in the brochure can be booked for an additional cost. (See advertising rates below.)

If the visiting individual or group cancels their appearance with less than 4 weeks remaining until the performance date they may incur additional charges to cover reasonable administrative costs.

A standard box office split of 50% is offered to visiting individuals and companies who are successful in being selected. Visiting companies and individuals will be responsible for all royalty payments and license payments. All box office payments will be made net of VAT.

Productions must run for a maximum of 2 hours including interval. Any company that overruns this stated time will be fined 20% of net income each time the overrun occurs.

Visiting companies are responsible for licensing any young people who are below statutory school leaving age that are performing and missing any days from school. Licensing laws are specific to the borough in which the child resides and all companies working with young people outside England should adhere to the laws of the country in which the child permanently resides.

IYAF will provide a letter of invitation to companies requiring visas, to ensure a smooth process. However, we rely on companies giving us plenty of time in order to assist. IYAF assumes no responsibility for the late or unsuccessful processing of visas.

If you have any questions about the application process that are not covered in this document, please telephone 020 8549 2120 or email [hello@iyafestival.org.uk](mailto:hello@iyafestival.org.uk).

**We look forward to receiving your application.**