



Kingston's International Youth Arts Festival 2019

Application Guidelines

The International Youth Arts Festival applications are open to any arts projects or performances. IYAF 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 companies on tour.

IYAF is keen to support projects involving people aged 5 - 26. 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. IYAF offers a number of platforms and opportunities for emerging companies/artists.

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

- Applications open: **1 October 2018**
- Application deadline: **30 November 2018, 5pm**
- Initial programming decisions made by: **7 January 2019**
- Company acceptance deadline: **14 January 2019**
- Contract returned and registration fee (and deposit if applicable) payable: **28 January 2019**
- Festival Launch with tickets on sale: **First week of May**
- The Festival: **5 July - 14 July 2019**

IYAF Registration Key Information

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

Successful applicants will be required to pay a non-refundable registration payment of £150 including VAT by **28 January 2019**. There is a refundable deposit of £250 per performance for any company performing in the Rose Theatre Main House.

All participants receive a free festival wristband entitling them to stand-by complementary tickets to every show at the festival and discounts on food and drink. Standby tickets will be released to festival pass holders 10 minutes before the production begins.

Successful applicants will be encouraged to utilise other performance opportunities at the festival including gala events, the opening night of the festival, 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.

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 this on your application form.

Deadlines for applications are the **5pm, 30 November 2018**. We aim to inform groups or individuals if they have been successful by **7 January 2019**.

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 75 words about their company and 100 words about their work for the festival brochure. The registration fee covers this entry; however an extra advert in the brochure can be booked for an additional cost

If the visiting individual or group cancels their appearance with less than 10 weeks remaining until the performance date they will 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 all commissions and 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 or arranging chaperones for any young people who are below statutory school leaving age that are performing. 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 Kingston Borough Council. For more information regarding licensing please email programming@iyafestival.org.uk.



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 programming@iyafestival.org.uk.

We look forward to receiving your application.