

Production Submission Questions

Contact Details

- **Production Title**
- **Company Title**
- **Last Name**
- **First Name**
- **Email**
- **Phone or Mobile**
- **Address**
- **Country**

A Scotland

B Rest of UK

C Outside of UK

- **Please tell us in which country outside of the UK you are based**

Production Information

- **Strapline**

*Please provide a short strapline or sub-title that captures the essence of your production.
(Max 100 characters)*

- **Genre**

Please select ONE genre that best describes your productions.

We don't want our promoters to get distracted by too many varying genres.

- **Indoor / Outdoor**

Most promoters promote indoor events as the weather in the North East is so unpredictable, but it's good to give them a choice if an outdoor event suits their need.

A Indoor only

B outdoor and indoor

C Outdoor only

- **Village Shop Pitch**

Please provide a short, concise, village shop pitch that sells your production.

A sentence or two that a promoter (and others) can use to quickly spread the word about your show.

(Max 1000 characters)

- **Short Production Summary**

This is your chance to sell your production to our promoters.

Please keep this information as concise as possible, there will be a chance later to leave general information.

(Max 2000 Characters)

- **Explicit Content**

Does your production contain any explicit content?

For example swearing (mild, frequent, strong), sexual scenes or references, violence (physical or references). Some action or words can be triggers for audiences suffering from mental health, for example, suicide, child abuse or addiction.

A Yes

B No

C TBC

- **Explicit Content Info**

Please keep this information brief e.g. mild swearing, scenes of violence; if there is more than one, please list one per line

- **Target Audience**

This is an opportunity for you to tell us about your target audience.

Our venues are mostly all small village or community halls. The average audience per performance is around 40.

Our promoters try hard to engage with new audiences so any information than can help them to develop an audience would be appreciated.

(Max 1500 Characters)



Image & Social Media

- **Image**

Please upload a high resolution image.

Ideal image size should be 500 x 282 pixels or landscape / rectangular in shape

- **YouTube, Vimeo or other video link**

Please enter in full including http:// (for example <http://www.neatshows.org.uk>)

- **Password Protected?**

Enter password

- **Website**

Please enter in full including http:// (for example <http://www.neatshows.org.uk>)

- **Facebook**

Please enter in full including http:// (for example <https://www.facebook.com/NorthEastArtsTouring>)

- **Instagram**

Please enter in full including http:// (for example https://twitter.com/tweet_neat)

- **Twitter**

Please enter in full including http:// (for example https://twitter.com/tweet_neat)



Fee, Workshops & Publicity Material

- **VAT**

NEAT is NOT VAT registered so any VAT must be added to the fee. We must be made aware of VAT at this stage as it has a major impact on our budget when VAT is added to an invoice without prior knowledge.

A Fee is inclusive of VAT

B VAT does not apply

- **Fee**

Please be as practical and realistic as possible when setting your fee.

Productions which carry a high fee are heavily scrutinized as our programming budget is limited so a more realistic fee is more likely to be considered for inclusion.

Please calculate your fee per performance/day.

When calculating your fee make sure you include all costs associated with the performance including travel and accommodation. All costs **MUST** be reflected in your fee as this is crucial for our budget.

WE CANNOT negotiate higher fees at a later date. If you cannot provide a fee at this point please enter £0

- **How many performances a day does this fee cover?**

- **Additional Costs**

Make sure that your fee is fully inclusive of all costs including accommodation, travel, publicity material and any other costs associated with the performance.

We cannot commit to additional costs at a later date.

PLEASE TICK THIS BOX TO INDICATE THAT YOU HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE INFORMATION REGARDING YOUR FEE.

- **Publicity Material Fee**

We expect you to provide as a minimum A5 flyers and A4 posters. If you cannot provide publicity material NEAT will charge £60 for printing in-house posters and flyers.

PLEASE TICK THIS BOX TO INDICATE THAT YOU HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE INFORMATION REGARDING PUBLICITY MATERIAL.



- **Q&A**

Our audiences enjoy a post-performance Q&A session.

Please tell us if you are happy to hold a post-performance Q&A

A Maybe

B Yes

C No

- **Workshops**

Some of our venues like to organise a pre or post performance workshop.

A No

B Yes but there's a fee

C Yes and it's free

- **Workshops Fee**

Touring Dates

- **Menu Season Selection**

You can select one or both menus.

Depending on your selection further questions will appear asking you specific questions about dates:

- 1. Select 7 dates from a list of dates**
- 2. Are these dates flexible? (Yes / No / Maybe)**
- 3. Any other information relating to dates (optional)**



Technical Information

- **Minimum playing area?**

Please provide the minimum playing area in the following format: width x depth x height in meters eg 5m wide x 5m deep x 3m high.

Height is from floor to ceiling to accommodate any scenery.

If you have no height restrictions then enter 3m high.

- **Running Time**

Please show your running time in minutes eg 60, 90, 120

- **Get-in**

Please include fit-up, pre-show breaks, warm-up etc in your calculations.

Basically your get in time should be the total number of hours you need to be in the hall prior to start time.

Please show your time in minutes eg 90, 150, 240 etc

- **Get-out**

Please include strike time, post-show breaks etc in your calculations.

Basically, your get-out time should be the total number of minutes you need after the show to clear the space.

Please show your time in minutes eg 30, 60, 90 etc

- **Interval**

A No

B Flexible either way

C Yes

- **Technical Equipment**

Please remember our venues are mostly small rural halls and suited for small scale touring work only.

They have little or no technical equipment so please make sure that you can either provide your own technical equipment or perform in general lighting.

Many of the halls have small stages and companies often perform on the floor, this can cause sight-line problems, please consider this when submitting your production.

NEAT cannot cover the cost of technical equipment.

A Self-sufficient

B We require the venue to provide

- **Technical Information**

Please list and specific technical requirements you need the venue to provide, but please remember these are small rural halls with limited or no technical equipment.

Even if you are self-sufficient please provide any additional information around technical access, for example you may have heavy equipment which cannot be carried upstairs or you have a vehicle which will need unloading as near to the loading area as possible.

- **Blackout**

*A No BO required
B Full BO required
C Partial BO OK*

- **Raised stage**

*A Yes
B No*

Accessibility & Sustainability

- **How Many performers?**

We appreciate it may not be possible at this stage to give an exact number but an indicative number would be acceptable.

- **How Many crew?**

We appreciate it may not be possible at this stage to give an exact number but an indicative number would be acceptable.

Do not count people who are not regularly on tour, for example an artistic director visiting for one performance

- **Would you accept a homestay if offered?**

A small group of volunteer promoters will offer to host you at their home rather than you having to book a hotel.

This is less likely if there's a large group on tour.

*A Yes
B No*

- **Access Needs?**

Please tell us about any access needs, for example:

- access for performers/crew with specific needs.
- dietary needs or food allergies (some promoters provide food during your visit)
- any other relevant information.

- **Sensory Friendly & Accessibility Information**

We are committed to programming work which is accessible to a diverse audience.

We fully understand that some productions will not be suitable to everyone but where possible we would like to provide information so that audiences can make informed decisions.

This does not necessarily mean making major changes to your work it can include providing information about certain aspects of your work, eg loud music, flashing lights, sudden noises etc or making minor adjustments to sound levels or lighting states, being open to possible movement/noises from the auditorium.

A We cannot change the production but we can provide information about artistic elements

B Fully suitable as a relaxed or autistic friendly performance

C Adjustments can be made to make this production autistic friendly

D Not suitable

- **Relaxed Information**

Please provide any information that could help our audiences decide if the production is suitable for any additional need they may have

For example, :

Loud music

Flashing lights

Scenes depicting suicide

Gunshots

Audience need to move around the space



- **Green Touring**

This will not necessarily have an impact on our decision making.

We are currently looking at developing a guide for greener rural touring practices.

A I would like to know more

B No

C Yes

- **Green Touring Practice**

Please tell us about any current green or sustainable touring practices.

We would also like to hear about any challenges that makes sustainable touring difficult.

- **Green Challenges**

Please tell us about any challenges or barriers to green and sustainable touring.

Please tell us what would help you to be greener or more sustainable in relation to touring your work rurally

Further Information

- **General information**

You have already told us about the production, please feel free if you think there's any other information which may help us or our promoter to choose your production eg suitable for a pub or outdoor, would work well cabaret style.

(Max 1500 characters)

Information Sharing

- **Info Sharing**

On occasions we may be able to share your information with other schemes or programmers.

For example, if we need to secure more than one date we may try and find alternative venues to make your tour more sustainable.

TO GIVE US PERMISSION TO SHARE YOUR INFORMATION PLEASE SELECT Yes BELOW, OTHERWISE SELECT No.

A Yes

B No

Submit