

# UNHINGED 2010

Kitchener's Festival of Site-Specific Theatre  
- APPLICATION GUIDELINES -

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**September 16, 17, 18, 22, 23, 24 2010 – Kitchener, On., Canada**

**DEADLINE FOR APPLICATIONS: MARCH 15th 2009 – MIDNIGHT EST**

UNHINGED is a unique celebration of theatre in the Waterloo Region showcasing the creative flair of New Work & Avant-Garde companies, exploring the challenges of Site-Specific & Bring Your Own Venue styles of theatre. Located an hour west of Toronto, and an hour east of London, Kitchener is a mid-sized city where art is thriving everywhere. 2010 will be the festival's third year. We are looking for up to ten pieces, all genres of performance will be considered, from theatre groups or individuals.

## WHAT WE PROVIDE

- An exciting and innovative festival event in downtown Kitchener
- A minimum of 4 scheduled performances
- Two levels of plays/payment/admission (A: 20-40 min. B: 40-60 min.)
- Site Facilitator – (someone to secure the best possible place for your performance)
- Box office, festival volunteers, ticket sales – no advance sales.
- Up to two hours technical rehearsal on site
- A 60 word listing & small graphic in the UNHINGED Program
- Blanket Festival Promotion
- Contact list for local media
- 100% Box office revenue (A plays - \$5.00/ticket, B plays \$10.00/ticket)

Note: A multi-show fest-pass is available where all companies will share revenue.  
Electricity may be limited depending on sites.

## WHAT YOU PROVIDE

- A fully produced show, ready to be viewed by an audience.
- Contact information – including email/snail mail address
- Tech and promotional material submitted before deadlines.
- All your food, travel, room & board, work permit (if required), production, royalty, union fees, and artist fee expenses.
- Your own show-specific promotional materials (posters, flyers) which you distribute.
- Specialty technical equipment (Projectors, monitors, lapel mics, keyboards, fog machines) We may be able to help with some of these.
- An electronic submission:
- One copy of this form
- One copy of show / DOC or PDF / \*Author/Company name should appear nowhere in the script\*
- e-mailed to: [submissions@flushink.net](mailto:submissions@flushink.net) by Saturday April 15th, Midnight
- A mailed submission:
- One copy of this form
- Two hard-copies of the show mailed to: Flush Ink Performing Arts, 24 Wellington St. N., Kitchener, ON, Canada N2H 5J4 by Saturday April 15th, Midnight

## HOW TO APPLY

**Applications received by UNHINGED, Kitchener's Festival of Site-Specific Theatre, will be subject to a reading committee / jury which will be judging based on artistic merit and site logistics. We are looking for a balance of local companies, North American Companies, and Companies from overseas. A total of up to ten applications will be selected for this year's festival.**

### Application Fees and Deadlines

- Every application must be accompanied by the full application fee amount (\$300.00 for plays 40 – 60 min., and \$150.00 for plays 20 – 40 min.)
- There are NO reading fees. Please include the cheque with your application. (NOTE: only those plays/performances accepted to be part of UNHINGED, will have their entry fees deposited upon confirmation of participation; all other cheques will be destroyed.)
- If your application is accepted into UNHINGED and you notify us in writing of your intention to withdraw **before June 15 2010**, your entire application fee will be refunded.
- If your application is accepted into UNHINGED and you find it necessary to withdraw from the festival **after June 15, 2010**, you will forfeit your entire application fee. There are no exceptions.
- If you attempt to "sell" your spot to another company after the refund deadline is past, we will cancel your application, without refund, and the spot will go to the next company on the waiting list.

### Overseas / International Applications

- Non-Canadian residents are subject to a 15% Federal tax on earnings made in Canada.
- There is a waiver you can get that will exempt you from all or part of this tax. If you are accepted into UNHINGED, we will send you more information.

### A Few Final Notes...

- **One** application accepted per play/performance/company/individual/producer please.
- When you sign the application form, it means you understand and agree with the terms, policies and deadlines. If anything remains unclear, please contact us!

### Any Questions? We can help.

Please Contact:

Paddy Gillard-Bentley (Artistic Director) (519) 957-2228 or [info@flushink.net](mailto:info@flushink.net)

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## Kitchener's Festival of Site-Specific Theatre - APPLICATION FORM -

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1. Follow the instructions regarding when and how to apply.
2. Incomplete applications will not be accepted so fill out the application completely.
3. Your signature on the next page indicates that you understand the conditions of this application. If there is something you don't understand, please contact us - (519) 957-2228 or info@flushink.net
4. The full application fee of \$300.00 CND must accompany applications.
5. If you send your application via courier, please give the courier permission to deliver your application without a signature.

### 1. Contact Information: Please keep us updated with any changes to this information.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Province/State: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone (home): \_\_\_\_\_ (work): \_\_\_\_\_ (fax): \_\_\_\_\_  
e-mail: \_\_\_\_\_

Please note, our preferred method of correspondence is via e-mail.

### 2. Company & Show Information

Company Name: \_\_\_\_\_  
City/Country of Origin: \_\_\_\_\_  
Title of Show: \_\_\_\_\_

Please give us a brief description of your show. This will not be used in the program guide.

1. Is this a previously produced work? YES or Will this piece premiere at Unhinged? YES
2. Do you have the rights to produce this piece? Choose 1 YES In process Not applicable  
*(Note: It is your responsibility to obtain rights to any work under copyright, theatrical or non-theatrical, in advance, and you are required to pay any royalties that apply. If your performance is cancelled due to any misuse or misrepresentation of performance rights, your entire application fee will be forfeited.)*
3. If you belong to a professional association (Equity, SOCAN, Actra, etc), do you have permission to participate in UNHINGED, a non-equity festival? Choose 1 YES In process Not applicable
4. This show is suitable for: Children/Families All Ages Parental Guidance Adult Only
5. What is the running time of your show? \_\_\_\_\_ minutes  
*(60 minute max. Please be as accurate as possible and know they will be timed.)*
6. How many people are in your company? \_\_\_\_\_
7. In the event of necessity, make refund cheques payable to: \_\_\_\_\_

### 3. Sign Here

I understand and agree to the conditions in this application for participation in **UNHINGED, Kitchener's Festival of Site-Specific Theatre**, including withdrawal and refund policies.

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. Application Checklist

- I have made a copy of this application for my own records.
- I have enclosed a fully completed Application Form, and signed above.
- I have enclosed a Cheque or M.O. for \$300.00 or \$150.00 CAD payable to: **Flush Ink Performing Arts**
- I have enclosed two hard copies of the play/performance piece [no originals].
- I have e-mailed a copy of this form and a DOC copy of the play/performance piece to: submissions@flushink.net

### 5. Mail / courier / hand-deliver / e-mail your application by midnight EST, March 31, 2009 to:

**Flush Ink Productions**  
**24 Wellington St. N.**  
**Kitchener, ON Canada**  
**N2H 5J4**

All applicants will receive acknowledgement of submission receipt by e-mail. Good Luck!