

# CABARET FRINGE 2021 ~ ARTIST REGISTRATION FORM

Roll up! Roll up! Cabaret Fringe Festival is back for another wonderful year in 2021, and we would love to have you involved.

## KEY DATES:

- 1 February 2021: Registrations Open

- 10 April 2021: Registrations Close

[there is no rolling registration this year, just to ease the admin and to improve our ability to market strategically]

- THUR 3RD JUNE to SUN 13TH JUNE 2021 CABARET FRINGE FESTIVAL

This form is specifically for the registration of Artists, and can be completed by the artist or by their producer. Please note you cannot start, save and come back to this form. It must be completed in one sitting. You should be able to edit your answers after submission though. Any questions, let us know.

If you represent a venue and would like to host some Cabaret Fringe Festival events, please complete a separate form (email us and we can send you a link if you can't find it on the website).

\* Required

1. Email address \*

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2. Your full name \*

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3. Your mobile \*

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4. Your address \*

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5. Have you participated in the Cabaret Fringe Festival before? \*

*Mark only one oval.*

- Yes - looking forward to doing it all again!
- No - but excited to be involved

6. Are you registering on your own behalf (artist registering for own show), or as an agent or producer of a show? \*

Some artists register their own shows and will be the main point of contact, and will receive settlements directly. In other scenarios, there is an agreement with the venue or a producer where the artist is not our main point of contact, and where the 'representative' receives the settlement and then pays the artist their share.

*Mark only one oval.*

- Artist - I am completing this form on my own behalf/on behalf of my own show  
*Skip to question 7*
- Producer/Other - I am completing this form on behalf of a show I am producing  
*Skip to question 11*

## Artist Registration

7. Do you have a producer or manager? \*

Please tick yes if you have a % split with a venue or producer and we might need to disburse funds to them directly.

*Mark only one oval.*

- Yes
- No *Skip to question 14*

8. If yes, do we need to cc them in on communications? \*

*Mark only one oval.*

- Yes
- No
- Not applicable

9. Do you have a contract/agreement/settlement arrangement with them? \*

If yes, we will require a copy of the signed agreement before settlements are paid to ensure correct distributions can be made to the appropriate parties.

*Mark only one oval.*

- Yes
- No
- Not applicable

10. If there anyone else we need to 'cc' into communications, please type each email address clearly, and separate with a semi-colon. Otherwise we will communicate directly with you.

Some shows would like the whole cast to be included, others are a one person show and no one else needs to be kept in the loop. We will do our best to consider these requests.

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*Skip to question 14*

**Producer  
Registration  
[on behalf  
of show]**

If you are completing this form on behalf of a show or artist that you are producing or managing, then we just need to grab a little more info from you about the arrangements you have in place with the venues and artists. This helps us to keep the right people in the loop and to make sure settlements are paid on time and to the appropriate accounts.

11. Does your show cast need to be cc'd in on communications? \*

*Mark only one oval.*

- Yes
- No
- Not applicable

## 12. Do you have a contract/agreement/settlement arrangement with them? \*

If yes, we will require a copy of the signed agreement before settlements are paid to ensure correct distributions can be made to the appropriate parties. If not, we will need the artists contact details so we can confirm this relationship with them directly.

*Mark only one oval.*

- Yes
- No
- Not applicable

## 13. If there anyone else we need to 'cc' into communications, please type each email address clearly, and separate with a semi-colon. Otherwise we will communicate directly with you.

Some shows would like the whole cast to be included, others are a one person show and no one else needs to be kept in the loop. We will do our best to consider these requests.

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*Skip to question 14*

**Settlement  
Info**

Please provide the bank details of where we should pay artist settlements to. The settlements will be net of any booking fees, discounts given, credit card fees etc, but we will provide you a full breakdown of the calculations.

## 14. Who should we pay settlements to? \*

*Mark only one oval.*

- Me please!
- My agent/producer/someone else

## 15. Bank Institution \*

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## 16. Bank Account Name \*

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17. BSB \*

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18. Account Number \*

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19. Any other info we need to know re where/how we pay your settlements?

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Show Info!

We really want to be able to promote your show as best we can. In order to do this, we need to grab some info from you and some graphics, videos etc.

20. Producer:

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21. Title of the show: \*

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22. Description (short = 150 words) \*

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23. Description (longer = 250 words) \*

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24. Artist Bio and other info \*

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25. Featuring (artists...): \*

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26. Duration (minutes) \*

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## 27. Rating \*

Mark only one oval.

PG

M15+

R18+

Other: \_\_\_\_\_

## 28. What makes your show/artists newsworthy?

The more juicy goodness you give us, the easier it is for us to create content and to market you and your shows!

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## 29. Facebook link:

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## 30. Facebook event link:

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## 31. Instagram link:

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## 32. LinkedIn link:

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33. Twitter link:

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34. Other social links and info:

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### Registration Fees

The world has changed (thanks, Covid) so our registration fees have changed too. We want to make it more affordable, more accessible and less risky for everyone involved.

\$100 minimum per event (includes 1 performance)  
+ \$25 for each additional performance

"Event": your show

"Performance": individual show night performance

Examples:

- "Dancing Queen" show, and "King of Dance" show
- "Dancing Queen" has four nights of performance, so pays \$100 + 3x \$25 = \$175
- "King of Dance" is a one-night-only performance, so pays \$100 for registration

Payment process:

Once this form is completed, you will receive an invoice via email. This will state the payment terms.

35. For this show I will be registering: \*

*Mark only one oval.*

- 1 performance \$100
- 2 performances \$125
- 3 performances \$150
- 4 performances \$175
- 5+ performances (please specify by email/detail below)



## Venue

While there will be some 'hubs' of the festival and venues sponsoring and supporting the overall event, you are most welcome to register your show at any venue you like (obviously with their permission!).

WARNING: if you do not have a confirmed venue we cannot complete your registration. Please just complete as much as you can ("not sure yet" if you are not 100%) and email us with further details later (before registrations close).

Please note we will make contact with the venue and allow them access to view your ticket sales progress and door list report. This is to save you time - on the day of the show the last thing you need to worry about is printing door lists!

We are still confirming the process for this year re door sales, so we will keep you and the venue posted on this.

36. Have you confirmed a venue? \*

*Mark only one oval.*

Yes

No

37. Name of venue \*

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38. Address of venue \*

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39. All bodies access? Please provide accessibility notes \*

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40. Venue contact person name \*

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41. Venue contact person email \*

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42. Venue contact person mobile \*

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### Session Info

43. Please let us know exactly which DATES, DAYS, TIMES (start and end - AM or PM) you will have your show. \*

Example: THURS 4th 7:30pm to 8:30pm, FRI 5th 7:30pm to 8:30pm, SAT 6th 4:30pm to 5:30pm and SAT 6th 7:30pm to 8:30pm

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44. Length of show (1 hour for example) \*

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45. Venue total capacity (# of seats) \*

This will be the total number of seats/tickets on sale. We can provide you a special comp or discount code if you wish to allocate some to your friends and family or other special guests.

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## 46. Type of seating \*

If you have set seating we will need you to provide a map of the venue's seating arrangements.

*Mark only one oval.*

General admission

Set seating

Other: \_\_\_\_\_

## Tickets

In order to successfully manage the Cabaret Fringe Festival, a fee of \$3.30 per ticket sold is charged. This 'fee' is built into the quoted price of the ticket. i.e. if you want to receive \$25/ticket, then enter \$28.30 as the full price ticket price. Cabaret Fringe Festival keeps the \$3.30, and returns the rest to you (minus any other cc charges etc).

Please note: Cabaret Fringe Festival participates in the Companion Card scheme for all performances. Companion Card is a card issued to people with a permanent disability who require attendant care support which allows a companion to enter free of charge when the person with a disability has a valid ticket.

In the below, please provide the prices you wish to set for each bracket (inclusive of the booking fee).

If you do not wish that particular ticket type to be on offer, then please leave it BLANK.

## 47. Full price adult = \$ \*

\_\_\_\_\_

## 48. Early Bird = \$

Please also provide the CODE and the cut off DATE

\_\_\_\_\_

## 49. Discounted Price = \$

Please also provide the CODE and the cut off DATE. We can set this as a discount % to be applied, or a "new price" when the code is entered by the patron.

\_\_\_\_\_

## 50. Concession (student/pensioner/unemployed etc.) = \$

\_\_\_\_\_

51. Groups (6+) = \$ (per ticket)

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52. Artist Price = \$

We will create the CODE for you. Please specify if we can allow artists to attend your show for free or for a discount. Note: all artists should respect that paying patrons are given highest priority, so should reserve their seats at the last minute or simply show their artist card at the door.

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53. Children (under 15 y.o.) = \$

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54. Other...

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55. Media - are you accepting media passes to your shows? \*

Allowing us to provide tickets to our media contacts helps us to promote your shows. Please note, we will provide a maximum of 4 media passes to each session.

*Mark only one oval.*

Yes

No

Other: \_\_\_\_\_

## Promotional Materials

The lovely team at BPPR will be organising our print media, website, social media and other media management strategies ahead of and throughout the festival. They act for the festival as a whole, not for any individual act or show, though each show should get ample coverage and attention. To assist BPPR, please provide us as many graphics, videos and approved copy as you can.

### REQUIRED:

- Event Promotional Image (300dpi, minimum 1800 pixels wide/high)
- Artist Biographies (150 to 200 words max)
- Other promotional photos, other than event image. This could be behind the scenes images, other performance images, or group photos - the more, the better! (png or jpeg images, minimum 1800 pixels wide/high)
- Show-Reel videos (provide online link or low resolution copy)

Once you complete this form, we will create a special Google Drive folder for you and share the link via email. You can then upload everything into there for us.

DUE: by registration close date

56. I am ready with my materials! \*

*Mark only one oval.*

Yes

No - but I will get them to you by the due date, I promise!

## Other Performance Opportunities

At times we will have paid and unpaid performance opportunities for Cabaret Fringe Festival artists.

It is always our intention to pay performers when possible (for example at Cabaret Fringe Opening Night etc), but please understand that there are other opportunities that arise where this might not be the case but that some artists are keen to know about still (for example, performing in Rundle Mall or the Central Markets to promote your show).

57. Are you/the artists you are registering on behalf of: \*

*Check all that apply.*

Happy to be contacted about these

Only interested if paid

Open to unpaid

Thanks so much for the time and effort you have put into all of this. We are looking forward to this festival and to working with you on making it the best yet!

Just some other important info for you:

#### PROMOTIONAL MATERIALS

We will email you the Google Drive link shortly so please start to get everything ready. If you have any questions about what you are uploading, please contact BPPR or us at [info@cabaretr fringe festival.com](mailto:info@cabaretr fringe festival.com).

#### REGISTRATION FEE

You will shortly receive an invoice from us, based on the info you have provided here. This must be paid on time please.

#### TICKET SALES & REPORT ACCESS

Tickets will go on sale online in April. Tickets will be sold through the website: [www.cabaretr fringe festival.com](http://www.cabaretr fringe festival.com)

We were hoping to have a new ticketing system up and running for 2021, and we might still yet... so, hold tight on this one and we will provide updates over the coming weeks/months as things progress about how you, your venue and any managers will be able to access real-time data.

#### SETTLEMENTS

After your show run has completed, we will confirm the information on our end and send a settlement summary to you (or the appropriate producer). Settlement funds will be net of fees. The settlement will be paid to you within a matter of days (if the info you have provided here is correct) following the completion of your run.

#### KEY EVENTS

We are really hoping to have the support to be able to run 3 key events this year: a GALA showcasing some of the acts (before the festival begins), an opening night for VIPs and media, and a closing party for all of us involved. Keep an eye out for these!

Other than that... thanks again for registering!

Lauren Thiel  
Cabaret Fringe Festival Director  
[info@cabaretr fringe festival.com](mailto:info@cabaretr fringe festival.com)

ALL  
DONE!!

58. I accept the T&Cs of being involved \*

T&Cs are available on the website

*Mark only one oval.*

Yes - let's do this!!

No - p.s. if no then we really can't register this show, but we will get in touch to discuss

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