

# CLOVER AARDKLOP NATIONAL ARTS FESTIVAL BOX-OFFICE PRODUCTIONS

**2 – 7 October 2012**

## A. GENERAL INFORMATION AND CONDITIONS

### 1. CLOVER AARDKLOP'S PRODUCTION SETUP

Productions can either be box-office productions or commissioned productions. Commissioned productions get a set contract fee (the festival covers the costs and receive the total income from ticket sales). Box-office productions are responsible for their own costs and receive a percentage of the ticket sales. Commissioned productions are compiled from applications, as well as productions approached by Clover Aardklop to participate at the festival, or productions created on commission.

**This form is an application for a Box-office production.**

### 2. CLOSING DATE

The closing date for applications is strictly **Monday, 13 February 2012**. Late or incomplete forms will **not** be considered. Hand in your application at the Clover Aardklop office, or send it via email, post or courier to reach us no later than the closing date. **Faxed forms will not be accepted**. Unfortunately texts must be posted; emails will not be accepted.

### 3. FESTIVAL PROGRAMME AND APPLICATION

The number of Box-office productions accepted will be limited to approximately 45. The festival programme has to include a broad spectrum of performing arts of high quality, therefore several factors are taken into consideration: artistic merit; the requirements of the public; new, innovative and original work; well-established productions; balance amongst the different genres; duration and scope; and financial restraints.

To make the selection process easier, the prescribed form should be filled out in full and handed in on time together with any addendums. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!**

**TEXT:** In the case of Cabaret or Drama (or any production with a text) **a full text, as well as a synopsis** should be included with the application. Please send these by post or courier.

**MUSIC & RECORDINGS:** In the case of productions focusing on music, the application should include an original, current CD recording of the artist(s).

**CV'S:** CV's of prominent people (or the group) involved with the production should also be included.

**LENGTH AND TARGET AUDIENCE:** We have learnt from experience that festival audiences prefer productions of 60-80 minutes. It doesn't mean that Clover Aardklop will not consider longer productions. Indicate the running time in your application, interval included (where applicable). Please make sure that your production does not eventually exceed the time you indicated (this is also the time that will be published). It causes immense problems for both festival-goers and management.

The same rule applies regarding the classification of your production: (A) for all, (PG) parental guidance, (AO) adults only (with an age restriction, if necessary). Also indicate the issues relevant to the classification. Rather be too conservative in your classification to prevent audience members from claiming their money back.

**CONTACT PERSON:** Clover Aardklop mainly communicates via email. It is therefore important that your contact person has an email address (preferably) or fax number. This person should be available within reason, should be fully informed about the details of your application, the production and the logistical aspects of the production.

**PLEASE NOTE: Texts, CD's etc. should be sent via post or delivered by hand or courier.**

**Clover Aardklop does not accept responsibility for CD's, video cassettes or similar material received with your application and cannot return these items.**

### 4. JUDGING AND SELECTION

Comprehensive, timely applications go through judging and selection processes.

- The different selection panels (for different genres) consider the merit of applications, individually as well as collectively.
- The programme committee considers the merit of applications in light of the recommendations of the selection panels. The broad requirements of the festival regarding balance, language distribution, strong existing work, new work, financial considerations, etc. are taken into account.
- The festival's board of directors considers the recommendations of the programme committee according to the overall festival policy and budget and gives the final approval.

### 5. FEEDBACK FROM CLOVER AARDKLOP TO YOU

When we receive your application, you will receive written confirmation (via email) – before or on **Wednesday, 22 February 2012**. If you have not heard from us by this time, please phone 018 294 7509 without delay to confirm that we have received your application.

**IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR APPLICATION ARRIVED SAFELY.** Clover Aardklop does not accept responsibility for applications that are lost in the mail. After all, we can't follow up on an application we don't know about.

The results of the selection process will, at the latest, be communicated to you on **Friday, 18 May 2012**. The results are final and not negotiable. In case of information that might have changed (especially with regard to people involved in more than one production that should not clash) the updated information must reach Clover Aardklop no later than 08:00 on **Monday morning 21 May 2012** via email: **produksies@aardklop.co.za** OR fax: 018 294 7504.

### 6. SCHEDULING

Scheduling refers to the specific days and times allotted to productions. The programme manager determines the final scheduling. Each production usually gets between one and five time slots (according to genre and capacity). Scheduling will be finalised by **Friday, 25 May 2012** and selected productions will be notified shortly thereafter, confirming their performance dates and times. Artists have to confirm whether the scheduling is in order before **Wednesday, 30 May 2012**.

Scheduling is a complex process: to prevent clashes, please indicate whether any member of your company is involved in other productions. **No member of a company (including technical crew) may be involved in more than three (3) productions.** In cases where casting is not finalised by the time the scheduling is determined, artists WILL have to comply with the festival's scheduling.

## 7. VENUE OCCUPATION POLICY

**MOVING IN:** One hour before the performance starts, or as required by the schedule.

**MOVING OUT:** Within 30 minutes upon completion of the performance.

The technical coordinator will confirm the date of the first move in and rehearsal times with artists ± 4 weeks before the start of the festival. Please note: we need to prepare venues from Friday to Monday before the festival (booked seating, blackout, air conditioners etc.). Therefore Clover Aardklop personnel must have free access to the venues, even during rehearsal times.

**Please plan your production (décor, technical setup etc.) so that moving in and out can be done as quickly as possible.**

## 8. PUBLICITY

The festival will help to distribute up to a maximum of 50 posters (only in A2 format), provided these posters reach the office no later than **Monday, 20 August 2012**. It is the responsibility of the production to include the venue and correct times. Clover Aardklop will not distribute posters arriving after the deadline.

Information on your production will be included in general press releases and the festival guide. Apart from these standard measures, additional publicity by the artists is to the benefit of everyone and is strongly encouraged. Clover Aardklop's media officer will contact the artists regarding information for media releases and photographs. In cases where this is already available, please submit it with your application.

## 9. ACCOMMODATION AND TRANSPORT

All Box-office productions are responsible for their own accommodation and transport. If your production is accepted, an accommodation application form will be forwarded to you.

## 10. PERFORMING RIGHTS

Clover Aardklop **does not** accept any responsibility for any performing rights (playwright, translator, producer) for any of the productions in the box-office category. Speak to Dalro or Samro with regards to performing rights: 011 403 6635. Please send us a copy of your clearance document.

## 11. PAYMENT

The following will be deducted from your **total** box-office income:

- Computicket service charge of R5.70 per ticket.
- Venue hire – dependent on the size of the venue and the technical requirements of the production. This will be confirmed in the contract.
- Clover Aardklop commission (the box-office percentage split will be negotiated once the selection process has been completed).
- Credit card fees (a recovery fee charged by the banks) of 2.75% in cases where festival-goers make credit card bookings.
- A fee of R1.14 per ticket for complimentary tickets for the use of the company.

The payments of Box-office productions are handled by Computicket and will be finalised two weeks after the festival. **PLEASE NOTE:** Clover Aardklop does not deduct any VAT. We also don't deduct any employee taxes. You will receive an IRP 3(a) after the festival. Full details for payment must be provided after a production has been accepted (included in the contract).

Remember, you determine the price of your tickets – keep your target audience in mind and be serious about publicity to ensure an occupancy rate of at least 25%. Calculate your total cost (accommodation, transport, etc.) to ensure that your production is viable.

**CANCELLATION:** When a Box-office production is selected and the artist accepts the scheduling the acceptance constitutes a contract between the festival and the artist. In the case of cancellation of a Box-office production after it has been included in the booking brochure, the artist will be held accountable for **a cancellation fee of R4 000**.

## 12. THE MEDIA AND SPONSORS – COMPLIMENTARY TICKETS

Clover Aardklop provides a number of tickets to the media and sponsors. These tickets, however, are house seats – usually between 20 to 30 seats per performance – and are not included in the venue capacity that is allocated to a production. Unused complimentary tickets are made available to the general public (at the normal ticket price) a day before the festival starts. In other words, the venue capacity communicated to you constitutes the number of seats/tickets available to the public. The implication is that more seats may be available during the festival than had been communicated before the start of the festival.

## 13. SPONSORSHIPS

Clover Aardklop's sponsors are of the utmost importance. If you have any questions regarding your production and sponsorships, please take it up with the CEO. (Also see item 22, section B on the application form.)

## 14. DÉCOR, STAGE PROPS AND ROOM FOR STORAGE

Clover Aardklop does not provide décor pieces (star cloths, tables, flats, etc.) or stage props for productions. It is furthermore important to note that there is no storage space at the venues for sets. It is the Box-office production's own responsibility to transport their set to and from the festival. Clover Aardklop takes no responsibility for any transport costs, damages or losses with regard to sets.

## 15. ADMINISTRATION FEE

All applications, Commissioned and Box-office, are subject to an administration fee of R140. This is a once-off, non-refundable payment. Cheques should be made payable to: Clover Aardklop National Arts Festival. Electronic transfers: Clover Aardklop National Arts Festival, Absa (Potchefstroom), account number 405 879 4013. The reference is the title of the proposed production. (E.g.: *King Lear*.) The cheque or proof of electronic transfer should be attached to the application form.

## 16. CONTRACT

After finalising all negotiations, Clover Aardklop will send you a formal contract and a Computicket form for payment. You have to post the original, signed contract to Clover Aardklop to reach us no later than **Friday, 24 August 2012**. Faxes aren't acceptable. No

payments will be made without the original signed contract and completed Computicket form.

#### **17. SUMMARY OF DEADLINES**

13 February 2012: Closing date for applications  
22 February 2012: Confirmation of receipt of application completed  
18 May 2012: Results of judging and selection announced  
21 May 2012: Closing date for any changes  
25 May 2012: Scheduling finalised  
30 May 2012: Final date for corrections regarding possible scheduling problems  
4 June 2012: Final copy for brochure  
23 July 2012: Final copy for festival guide  
30 July 2012: Deadline for photographs for festival guide  
20 August 2012: Posters delivered  
24 August 2012: Final deadline for signed, original contract

**Complete the rest of the form in full detail and mail it (in time) to:**  
**CLOVER AARDKLOP NATIONAL ARTS FESTIVAL**  
**BOX-OFFICE PRODUCTION APPLICATION**  
**P.O. BOX 20313**  
**NOORDBRUG**  
**2522**  
**QUERIES:**  
**Potchefstroom office: Phone: 018 294 7509 and email: [produksies@aardklop.co.za](mailto:produksies@aardklop.co.za)**  
**NB: SEND APPLICATIONS VIA EMAIL TO: [produksies@aardklop.co.za](mailto:produksies@aardklop.co.za)**  
**BY HAND OR COURIER: Box-Office Application, Clover Aardklop National Arts Festival, 59 Malherbe Street, Potchefstroom**

**B. APPLICATION FORM: BOX-OFFICE PRODUCTION**

**Office use only:**

Receipt #		Confirmation		Judging panel	
Programme committee		Judging		Feedback	
Contract		Scheduling			

**1. TITLE OF PRODUCTION**

**2. NAME OF GROUP / COMPANY / ARTIST**

**3. DETAILS OF CONTACT PERSON**

First name		Tel (code)	
Surname		Tel (W)	
Postal address		Tel (H)	
		Fax #	
City		Cell #	
Postal code		Email	

**4. DIRECTOR / ARTIST**

First name		Surname	
Cell #		Tel (H)	
Fax #		Tel (W)	

**5. PRODUCTION LANGUAGE**

**6. TYPE OF PRODUCTION (INDICATE ONLY ONE WITH AN X)**

Classical music	Children's theatre	Cabaret and music (from rock to gospel)	Drama
Site-specific theatre	Dance or movement	Literature and poetry	Choir & ensemble
Other			
Specify if other:			

**7. WRITER / CREATOR OF PRODUCTION**

Name	
Nationality	

**8. WILL THE PRODUCTION HAVE ITS DEBUT AT CLOVER AARDKLOP?**

Yes	No
If not, supply full details of previous performances:	

**9. STATUS OF GROUP / COMPANY / ARTIST**

Professional	Semi-professional	Amateur	Student
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**10. A GRADING SYSTEM IS USED TO INFORM AUDIENCES ABOUT THE ACCESSIBILITY OF PRODUCTIONS FOR, AMONGST OTHERS, CHILDREN. PLEASE INDICATE HOW YOU WOULD GRADE YOUR PRODUCTION. IF NECESSARY, PROVIDE AN AGE RESTRICTION**

All	Parental Guidance	Adults Only	No under:
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**10. b) PLEASE INDICATE ANY ISSUES TOUCHED UPON IN THE PRODUCTION.**

Language	Violence	Sex	Nudity	Profanity	Prejudice
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**11. DETAILS OF COMPANY / GROUP / INDIVIDUAL**

**11. a) SIZE OF GROUP**

Men		Women		Children		Total	
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**11. b) FULL LIST OF PEOPLE INVOLVED (PLEASE INDICATE DIRECTOR, ARTIST, STAGE MANAGER, ETC.)**

**NB: In the case of large groups, attach separately to your application**

Name:	Involvement:

**11. c) IS ANY MEMBER OF YOUR COMPANY (ARTIST OR TECHNICIAN) INVOLVED IN OTHER PRODUCTIONS?**

Yes	No
Name:	Title of other production:

**12. SCHOOL AND COMMUNITY HALLS ARE MAINLY USED AS VENUES. HOW**

**MANY SEATS DO YOU PREFER IN YOUR VENUE?**

50 - 100	100 - 200	200 - 400	400 and more
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**13. DOES YOUR PRODUCTION REQUIRE A SET?**

Yes	No
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Short description of your set (Storage space is limited):


**14. WHICH OF THE FOLLOWING IS NECESSARY FOR YOUR PRODUCTION?**

Wings / Coullisse	Basic sound system
Front curtain	Dimming
¾ / In the round	Dance mats
Any other required technical specifications (I.e.: minimum size of stage and height of set that might have a impact on scheduling)	

**NB:** Basic sound and lighting will be available in all venues. Clover Aardklop's technical manager will inform you exactly what equipment is included closer to the festival.

**15. DO YOU NEED A PIANO?**

Yes	No
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**NB:** Grand pianos are unfortunately not available. If you require a grand piano Clover Aardklop will have to hire one (if the size of the venue allows it) and the cost will be for your own account.

**15. b) WILL YOU PROVIDE YOUR OWN ELECTRONIC PIANO?**

Yes	No
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**16. DO YOU USE ANY SPECIAL EFFECTS?**

Yes	No
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Description:


**16. b) DO YOU USE ANY OF THE FOLLOWING IN YOUR PRODUCTION?**

Fire	Burning Cigarettes	Fireworks	Not Applicable
Description:			

**NB:** You are responsible for providing your own special effects.

**17. POSSIBLE DATES**

Date of arrival	
Date of departure	
Preferred performance dates	

**NB:** The programme manager schedules all productions as far as possible per your request. Please indicate below if there are any dates on which you CANNOT perform.


**NB:** Extra shows will only be considered if, on average, 75% of the total number of seats of your production has been sold. For extra shows a split of 50/50 is applicable.

**18. CORRECT TOTAL RUNNING TIME OF PRODUCTION**

Length of production	
Length of interval	
Total running time	

It is of the utmost important to have the correct time for scheduling and marketing purposes.

**18. b) MOVING IN AND OUT**

General move-in time is 60 minutes before a performance and you have 30 minutes to move out after a performance.

Time needed for moving in	
Time needed for moving out	

**19. WHAT IS YOUR TICKET PRICE?**

(Computicket fees, commission and VAT included)?

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**20. SHOULD CLOVER AARDKLOP CONSIDER YOUR TEXT FOR THE ANGGOLD ASHANTI/ AARDKLOP SMELTKROES AWARD?**

Yes	No
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(The prize is awarded to the best new, Afrikaans text (theatre/cabaret) debuting at Clover Aardklop.)

**21. DESCRIBE YOUR PRODUCTION IN 60 WORDS (MAXIMUM) FOR INCLUSION IN THE BOOKING BROCHURE (This description is of the utmost importance. It is according to these descriptions that people will decide what they would like to see. If you think a member of your party may influence attendance, include his/her**



**C. TECHNICAL INFORMATION**

Only for office use:

Scheduling	
Venue	
Sound	
Lighting	
Set	

**1. TITLE OF PRODUCTION**

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**2. TYPE OF PRODUCTION (INDICATE ONLY ONE WITH AN X)**

Classical music	Children's theatre	Cabaret and music	Drama
Site-specific theatre	Literature and poetry	Dance and movement	Choir & ensemble
Other			
Specify if other:			

**SOUND:**

**1. DO YOU REQUIRE A SOUND SYSTEM?**

Yes	No
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**2. PROVIDE A LIST OF ALL YOUR SOUND REQUIREMENTS (LIST ALL THE INSTRUMENTS YOU'RE GOING TO USE IN YOUR PRODUCTION, IF APPLICABLE):**


**LIGHTING:**

**1. DO YOU REQUIRE LIGHTING?**

Yes	No
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**2. LIGHTING PLAN**

**If you have a lighting plan for your production, it must be attached to the application.**

A plan of the lighting rig in your venue will be available after scheduling – once the requirements of all the productions in the venue have been taken into account. Requests (within limits) can be made, but is subject to the budget for logistics.

**EXTRA INFORMATION:** If you want to provide any extra technical information:


## D. AGREEMENT

I, \_\_\_\_\_, as assigned representative of the said production, accept all the conditions in this document. I have read the document; I understand it and view it as a binding agreement. By signing this contract, I personally accept responsibility for the conduct of my group regarding all conditions and obligations in this document.

<b>Date</b>		<b>Signed</b>	
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**CHECK-LIST REGARDING YOUR APPLICATION – PLEASE MARK WITH AN X OR N.A.!**

**THIS MUST BE COMPLETED IN ORDER FOR US TO CHECK WHETHER WE'VE RECEIVED YOUR COMPLETE APPLICATION FORM, ATTACHMENTS AND/OR ANY EXTRA DOCUMENTS!**

<b>X / N.A.</b>	
	Have you completed the application form (B to D), total of 7 pages?
	Have you completed all the questions in detail?
	Have you included a CD/DVD/Video (if applicable)?
	Have you included the necessary CV's?
	Have you included the final text and synopsis (if applicable)?
	Have you paid your once-off administration fee (with proof of your payment attached)?
	Have you completed your list of sound requirements (if applicable)?
	Have you completed and attached your lighting requirements (if applicable)?
	Have you made a copy of this application for your records?