

Incubator

Information & Application Form

The Belfry Theatre's Incubator programme offers mentorship and performance opportunities to Victoria and Vancouver Island's independent theatre companies in order to nurture growth, profile, and artistic achievement. Incubator is open to both emerging and established companies, offering mentorship in artistic, administrative and technical areas. This 18-month programme is designed to encourage one or more of the following: new plays, new collaborations, explorations of new artistic territory.

The project developed through this programme will be included in the first week of the Belfry's 2012 SPARK Festival (March 12-18, 2012), with up to six performances in either the Belfry's Studio Theatre or on Belfry's Main Stage. (Dates are subject to change).

Applicants to the Incubator Project are asked to briefly articulate how mentorship – as offered by Belfry Theatre personnel – will be useful to their creative process and the realization of their project.

To be chosen for incubation you must meet the following criteria:

- The applicants must be an existing, local theatre company with previous production experience (self-produced, presented, toured, etc.)
- If producing an existing work, applicants are responsible for acquiring performance rights for the production.
- If the proposed play has been previously produced by the company, the applicants must show how the Incubator programme will further the development of the piece.
- Your group is responsible for engaging all personnel needed for the project including actors, designers, writers, directors, technical directors and stage managers, and your group is responsible for contracting and providing fees for their members.
- Your group must submit the formal application and support materials by October 8, 2010.

The Belfry Theatre will offer the selected project:

- Year One
 - Mentorship with predetermined deadlines agreed to by the Incubated company.
 - For new work in development, predetermined script deadlines and development sessions.
 - The mentorship and script development are essential parts of the Incubator project. Should the incubated company fail to meet the predetermined deadlines, The Belfry reserves the right to consider cancelling the Incubator agreement.
- Year Two
 - A guarantee of \$3000 to be used for production expenses and artist fees.
 - The rehearsal and performance venue of Studio A or Main Stage at the discretion of the Belfry.
 - Technical support as available and in accordance with Studio A or Main Stage stock and specifications.
 - Assistance in advertising and promotion of the show as part of our SPARK Festival.
 - Mentorship to the group, including all areas of theatre. (Artistic direction, administration, production and design, as available)

Please provide the following information as part of your application, using the guidelines and information sheets attached, and submit to

Incubator
The Belfry Theatre
1291 Gladstone Ave
Victoria, BC V8T 1G5

Please note that all information sent to the Belfry will not be returned. **The deadline for applications is October 8, 2010. The successful applicant will be announced on Monday, October 15, 2010.**

Incubator Application Form

Part 1 – General Information

Contact Person: _____
Address: _____
Phone: _____
Email: _____

Part 2 – Description of Artists

Company name: _____
Company members and titles/jobs within company and within the show:

Please provide bio/resume materials for the artists in the show and in the company.

Part 3 – Description of project

Title of show: _____
Playwright(s)/Creator(s): _____
Will you be able to acquire rights to perform the show? _____
Running time _____ Intermission _____
Has your group performed this show previously? _____
Where/ When? _____
Type of production (monologue, dance) _____

Part 4 – Mentorship

Indicate the specific area(s) of administrative, technical or artistic mentorship that would be most useful to your company.

Part 4 – Anticipated technical elements of project

Description of technical elements needed.

Set _____
Lighting _____
Sound _____
Other _____

What kind of technical support do you anticipate needing?

Will you have all personnel required to produce the show? Please provide as much information about your technical and design artists as possible at this time.

Part 5 - Schedule for Year Two (not including mentorship deadlines)

Please review the schedule and ensure that your project can meet all deadlines and fit within this time frame. (Subject to change.)

February 20– March 17, 2012	Rehearsal / Performance space available at Belfry Theatre
March 5, 2012	Set complete
March 7, 2012	Sound & LX plot due
March 9, 2012	Hang and focus Lights
March 10, 2012	Set Sound and Light Levels, Q to Q
March 11, 2012	Tech notes, continue Q to Q, tech dress
March 12, 2012	Notes, Tech dress #2, Dress Rehearsal
March 13, 2012	8pm Preview Performance
March 14, 2012	8pm Opening Performance
March 15, 2012	8pm Performance
March 16, 2012	8pm Performance
March 17, 2012	2pm Performance 8pm Closing Performance

Please feel free to contact us with any questions, the only dumb question is the one left unasked. Please direct all questions to Erin Macklem at the Belfry Theatre by phone 250.385.6835 or email associate@belfry.bc.ca.

Part 6 – Budget

Using the sheet provided please provide your budget to the best of your knowledge at this time.

The Belfry will provide Studio A or Main Stage venue, technical inventory, publicity and box office & front-of-house services.

Revenues:

Belfry Guarantee	_____	\$3,000.00
Sponsorships	_____	
Individual Donations	_____	
Governments (specify)	_____	
Other	_____	

Total Revenues:

Expenses:

Artist fees (please specify)	_____	
Director fee	_____	
Designer fees	_____	
Stage Management fee	_____	
Technical Director fee	_____	
Set Materials	_____	
Set Labour	_____	
Costume Materials	_____	
Costume Labour	_____	
Props Materials	_____	
Props Labour	_____	
Equipment rental	_____	
Any additional sound or lighting equipment	_____	
Running costs	_____	
Playwright's Royalties	_____	
Publicity	_____	

Total Expenses:
