

Live Five Independent Theatre Season 15 (2018/19) Production Application

Live Five Theatre Inc.
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info@livefive.ca www.livefive.ca

About Live Five

Live Five Theatre Inc. is a non-profit organization dedicated to providing a home for local professional theatre artists to develop their careers in Saskatchewan.

To achieve this we:

- provide a support structure for artists to create their own work,
- encourage collaboration between established and emerging artists, and
- promote an environment of engagement and exploration between artists and audiences.

Since 2004, Live Five has been raising awareness of independent theatre productions and local professional artists in Saskatoon by combining multiple artistic visions from five local theatre companies into one powerful season. We do not produce the work, but rather invite artists to showcase their talent to our community while alleviating some of the stresses of producing, so they can remain focused on creating powerful pieces of theatre.

Run by an energetic working board of directors, the board's responsibilities are to curate, promote, and administer a season of independently produced theatrical productions, provide guidance and assistance to the season producers, and create connections with the community of Saskatoon. Season programming decisions are made by the Selection Committee, which consists of some members of the board and independent members of the local professional theatre community.

About Producing with Us

All independent theatre companies wishing to have their show included in the season are required to submit an application.

Applications are adjudicated based on many factors including but not limited to:

- the play
- company history
- the artistic team
- completeness and achievability of the work plan, and
- availability.

Successful applicants will be required to sign a contract that details what is expected of their producing company and of Live Five. Please note that this includes selling a *minimum* of one-quarter page of program advertising space. If a company is unsuccessful in selling advertising, they are obligated to pay a one-time fee to help cover a small portion of the costs associated with promoting their show (currently \$400 – amount is subject to change). Members of the producing companies are also expected to provide support to the board and other companies *throughout* the season. This involves volunteering at fellow producers' shows and other Live Five events, as well as providing aid in the administration and promotion of Live Five. While we welcome applications from artists outside of Saskatoon, please note that we do require all companies to have representatives at Live Five producer meetings and to help out at all events throughout the year.

There are many benefits to producing with Live Five including brand recognition, access to a popular performance venue, a dedicated subscriber base and a strong group of volunteers, marketing and promotion (including a full colour season brochure direct mailed to past patrons and distributed around the city, as well as various print and digital advertisements, and assistance with the media), the advice and assistance of the Board of Directors and fellow season producers, and more.

For more information about producing with Live Five as well as other questions or application advice please contact our Selection Committee Co-Chairs, Kate Herriot and Grahame Kent, at info@livefive.ca.

How to Apply

Before you begin please read our *Application Guide*. This provides you with our basic expectations, further information about the selection process and some helpful tips to consider when putting together your application.

Next please fill out the following form. Along with this form your application should include the following:

1. A cover letter stating:
 - who your company is
 - your mandate/mission statement
 - how long you've been operating
 - (for brand new or ad-hoc companies) what brought you together
 - your past successes, and
 - why you are a good fit for Live Five.
2. A detailed project description including:
 - a brief synopsis (sell your show in 60 words or less)
 - **why you are choosing to produce this play & why Saskatoon needs to see it**
 - your artistic team (director/cast/SM/design – note specific roles and only include those who have agreed to be involved in the production)
 - any other pertinent planning details that you wish to include
 - resumes/bios for the primary contact, director, and other confirmed team members, and
 - (for emerging artists/producers only) one or two letters of reference.
3. A preliminary budget for your project based on the provided template.
4. A copy of the script for the Season Selection Committee.
 - For copyrighted work, please make lending arrangements with Kate Herriot (623 Avenue G South).
 - If the script is a work in progress, then please include the most recent draft as well as a history of any public readings, planned or completed workshops, dramaturgical assistance, etc. The further along your piece is in its development the greater the chance of acceptance.
 - If this is going to be a collective creation or improvisation based work, then please provide a treatment detailing your inspirations for the piece, research, your vision of the performance, what it will entail, and your plan of attack. Give us as much detail as possible so we can really envision your project too. If you prefer, we will be happy to accept a video pitch in lieu of a written treatment. Please upload your video to the Internet on your preferred platform and send us the viewing link in your application details.
 - **Please Note:** Digital scripts must be sent as a single word document or pdf (a folder full of jpegs will not be accepted). Pdf files must be less than 5MB – if that is not possible then please send a physical copy. Your script will be kept confidential and will be used for the sole purpose of selecting the season.
5. You may also include support material from your company's past production history (ie. reviews of other productions or the members of your team, photos, video, etc.). This should be as relevant as possible to the project you are currently proposing.

Applications may be submitted digitally or as hard copies. **Paper applications** should be mailed or dropped off at the address indicated on the signature page of the application form (623 Avenue G South). Please do not staple any items together.

Digital applications should be emailed to info@livefive.ca and must be organized as follows:

- one pdf for the application form below (entitled “[Your Company] Application Form”)
- one pdf that includes the above items 1 to 3 (ie. Cover letter, project description, budget). Name the file “Pitch for [your play]”
- one file (or link) for the script/treatment/creative pitch, and
- a minimal number of files for above item 5. If this support material can be included in the Pitch file, then that would be even better.

If you cannot condense your digital submission in this way, then please submit a hard copy so that we can assess submissions in a consistent format.

Application deadline is Friday January 19th, 2018.

Contact Information:

Company Name		
Primary Contact's Name	Website	
Street Address		
City/Town	Province	Postal Code
Telephone*	Email Address*	
*Please ensure that we have your correct contact information for the duration of the application process.		

Production Information:

Show Title		
Playwright	Running Length	Intermission YES NO
Do you have the production rights for this show secured?		
YES	N/A – self created piece	Confirmed they are available

Do all company members have permission from their professional association(s)?

Please note that all artists must obtain releases and pay appropriate fees to related associations such as CAEA, UDA, ACTRA, etc.

YES	NO – in process	N/A – we're not associates with any of these groups
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Type of Show Being Presented:

Please number (up to 3) in order of importance the categories that best describe your production.

Cabaret	Clown	Comedy	Dance
Drama	Improvisation	Magic	Multi-Media
Musical theatre	Music	Performance Art	Physical Comedy
Puppetry	Storytelling	Variety	Other:

Space Requested:

(Live Five is not responsible for booking other spaces. Any alternate performance space must be confirmed prior to official acceptance)

The Refinery	Other: _____
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Performance Dates Requested:

Available performance dates will be finalized by February 16, 2018. At that time we will be in contact with you to confirm your exact availability and preferences. The information you provide will be used in determining which productions to include in the season and when each project will take place. For the slots below please circle yes or no to indicate your availability, and at the bottom please let us know of any preferences or other vital information that will help us to accommodate you.

(Note: Unless special arrangements are made, Live Five runs consist of 8 performances - Thursday to Sunday for two consecutive weeks with the first Thursday being a preview performance.)

Slot 1 (late September or mid October run)	Y	N
Slot 2 (mid November run)	Y	N
Slot 3 (January run)	Y	N
Slot 4 (March run)	Y	N
Slot 5 (April or early May run)	Y	N

Preferences and Any Other Vital Information re: Availability:

+1 Program

Please consider my application for:

Regular Season Only

+1 Show

Either

Application Checklist

- I have read the *Application Guide* in its entirety.
- I have included all of the requested information and my application form is completely filled out; I understand that incomplete applications will not be considered.
- I have kept a copy of my application for my files. I understand that no part of my submission will be returned to me without special arrangements being made.
- I understand that my acceptance into the Live Five season will be subject to the signing of a contract, which confirms the obligations of the Board of Directors and my company.
- I accept responsibility for ensuring that Live Five has up-to-date contact information for me between now and March 31st, and for ensuring that any subsequent information requested is received by the given deadline. I understand that failure to comply may mean my application will no longer be considered.
- I have signed and dated this form:

Primary Contact (signature)

Date

Please send your completed application and supporting materials to:

info@livefive.ca with the subject line "Live Five Application"

or post/drop off at

**Live Five Applications
623 Avenue G South
Saskatoon, SK
S7M 1V8**

**Thank you for applying to produce with Live Five.
We will make every effort to notify applicants of their acceptance by March 2nd, 2018.**