

# Bournemouth Emerging Arts Fringe Open Submission

Deadline for submissions January 7th 2018.

This form requires a google account to upload photos. You can sign in at the top of the page. If you do not have a google account sign in using the following credentials:

login: [beafupload@gmail.com](mailto:beafupload@gmail.com)

password: bournemouthfringe2018

Once this application form is completed an email will be sent to you with your answers and includes a link to edit if required. The option to edit will cease on the submission closing date, 7th January 2018.

\* Required

1. **Email address \***

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## Contact Information

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2. **Name of main contact \***

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3. **Role of main contact \***

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4. **Phone number \***

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5. **Postal address \***

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6. **Postcode \***

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7. **Website**

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**8. Is this your first time being involved in the Bournemouth Emerging Arts Fringe?***Mark only one oval.* Yes No**Event Information****9. Name of proposed event \***

i.e "A Handful of Dust - by Martin Coyne"

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**10. Description of your event \***

Max 300 characters

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**11. Is there a charge for your event? \***

If yes, what is the price per ticket? Include concessions etc. otherwise write 'No'

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**12. Event type \****Check all that apply.* Music Visual arts Dance Performance Outdoor Comedy Spoken word/poetry Film Exhibition Interactive Talk Pop-up Social Various Experience Fundraiser Workshop Children Other: \_\_\_\_\_

**13. Age suitability \****Check all that apply.*

- All ages
- Children and families
- 16+
- 18+ only

**14. Is this a new show/event?***Mark only one oval.*

- Yes
- No

**15. If no, where else has it been shown?**


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**Please detail start and end dates of your event**

If your event is a one off, add the same date for both start and end dates.

**16. Start Date / Time \****Example: December 15, 2012 11:03 AM***17. End Date / Time \****Example: December 15, 2012 11:03 AM*

Any variations of these dates can be entered on page 4

**18. Is your event open on a daily basis? \****Mark only one oval.*

- Yes
- No *Skip to question 20.*

**Daily Opening Times**

If open on a daily basis state your daily opening and closing times.

**19. Opening Time \****Example: 8:30 AM***20. Closing Time \****Example: 8:30 AM*

## Event Variations

If you have several shows/events/workshops, please put all details below including any other venues, dates & times.

**21. Do you have several events or multiple venues, dates or times? \***

*Mark only one oval.*

Yes

No

**22. If yes please detail all details (dates / times / venues) below**

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## Venue

Inputting your venue information here presumes you have spoken with the intended venue / location and you have all the permissions required to host you event there.

**23. Venue Name \***

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**24. Address \***

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**25. Postcode \***

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**26. Venue Description or any other details**

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## Marketing

**27. Describe your event as you would like it to appear in the festival programme/brochure \***

Max 300 characters

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**28. Describe your event as a Tweet \***

Max 140 characters

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**29. Provide any relevant twitter handle / hashtags**

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**30. Describe your event as a Facebook post \***

Max 200 characters

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**31. Please provide any other social media channels**

e.g. Instagram / facebook / youtube/ vimeo. Please write each channel on a new line.

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## Photo uploads

### Photo Requirements - Please read all points before uploading

- You must provide at least one photo for you event. If you do not have a specific event image, please use one of the many royalty free websites to locate a suitable royalty free image.
- Please also include 1-3 photos that you would like to be used to promote your event.
- Please provide all relevant photo credits.

- Permission must have been granted to use the images.
- Please do not attach posters or photos with text.
- If you are unsure how to respond to these requirements, send the largest image you have.

## Please make sure your photos are named with the title of your event

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**32. Upload event photo #1 \***

Files submitted:

**33. Photo Credit \***

Provide name of the person who shot or provided the photo

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**34. Upload event photo #2**

Files submitted:

**35. Photo Credit**

Provide name of the person who shot or provided the photo

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**36. Upload event photo #3**

Files submitted:

**37. Photo Credit**

Provide name of the person who shot or provided the photo

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## Further information

Please provide any further information about you event that you think relevant or hasn't been asked in pervious questions on this form.

38.

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## Before Submitting please ensure the following

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- Permission has been granted for all submitted images.
- You understand that submissions need to be independent and entirely organised by yourselves. You will need to ensure permissions are sought, security/stewards organised if necessary, any risk assessments, public liability insurance requirements are considered and will be in place for the festival.

- That you have spoken with the intended venue / location and you have all the permissions required to host you event there.

A copy of your responses will be emailed to the address you provided

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