



# GALWAY THEATRE FESTIVAL

## OPEN CALL FAQ

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## Applying to Galway Theatre Festival

### HOW DO I PRESENT WORK IN THE GALWAY THEATRE FESTIVAL?

1. Read our 1) Call for Applications & 2) FAQ Guide (you're already on track!)
2. Submit an application here: <https://tinyurl.com/bdytav28>
3. Email all supporting documentation to [galwaytheatrefestival@gmail.com](mailto:galwaytheatrefestival@gmail.com).

Please give as much information regarding your artistic and logistic vision as possible. The more you tell us, the more we can envision the wonderful creative concoction you're brewing. Be thorough and dream big.

### WHEN DO APPLICATIONS OPEN /CLOSE?

Applications open on the 27th September and close the 18th of October at 10pm GMT. You can submit your application online anytime between these dates. All relevant documents must be submitted by the same deadline. Late applications will not be accepted.

### I STRUGGLE WITH WRITTEN APPLICATIONS- ARE THERE ALTERNATIVE WAYS TO APPLY?

Yes. If you face barriers completing a written application, please contact us at [galwaytheatrefestival@gmail.com](mailto:galwaytheatrefestival@gmail.com). We can then propose an alternative, more feasible application model to fit your needs. If you have an alternative idea, please outline it in your email using the form most appropriate to your needs (video, audio etc.).

### WHERE CAN I FIND OUT MORE ABOUT THE APPLICATION PROCESS?

We will host a live pre-application workshop and Q & A on Wednesday 29th September from 7-9pm in the Cornstore, Galway 2020 Hub (entrance from St. Augustine Street only- Middle St. entrance locked).

Throughout the evening the GTF team will give a talk detailing the type of innovative work we're excited to explore as part of our 2022 Festival. Then the floor will open to a Q & A, where we can answer any bubbling questions. Attendees will then have the opportunity to share their ideas for some feedback from GTF and other attendees.

Due to COVID-19 guidelines, *[Open Call Session]* is a ticketed event with limited capacity. Those wishing to attend should pre-book tickets on Eventbrite (<https://tinyurl.com/dyxrywn>)

As tickets are limited, do not book unless you can attend.

### WILL I GET CONFIRMATION THAT MY APPLICATION/ SUPPORTING DOCUMENTATION WAS RECEIVED?

Yes. When you submit your application successfully your screen will display a message saying 'Your response has been recorded'. This is the only receipt for online applications you will receive. When you submit supporting documents to [galwaytheatrefestival@gmail.com](mailto:galwaytheatrefestival@gmail.com), a member of the festival team will contact you to confirm

receipt of documents. This may take a few days. If you have any difficulties submitting your application, please contact us at [galwaytheatrefestival@gmail.com](mailto:galwaytheatrefestival@gmail.com)

#### WHY DO I NEED TO SUBMIT SUPPORTING DOCUMENTATION?

Supporting documents provide us with a better understanding of the scale and feasibility of your proposal. The more developed and clearly articulated the information you provide, the stronger the quality of your application.

#### WHAT SUPPORTING DOCUMENTS DO I NEED TO SUBMIT?

1. A budget estimating income and expenditure.

We recommend you submit the documents below if possible:

2. Biographies for all artists involved in your proposal
3. A description of your proposed event (this may be a written proposal, part of a script, a video of rehearsals).
4. Documentation of previous work (images, videos, written descriptions etc.)

Other useful supporting documents include; Letters of Support, Design Ideas and any other useful source of information.

#### WHERE DO I SEND SUPPORTING DOCUMENTS?

Please email all supporting documentation to us at [galwaytheatrefestival@gmail.com](mailto:galwaytheatrefestival@gmail.com) . Please name your files. Please follow the following format for labeling e-mails and supplementary materials:

E-mail Subject Line: GTF Submission – Name of Show \_ Strand No

Supplementary Documents: [*Name of Applicant*][*Name of Show*][*Type of Document - image, budget, letter of support, CV, etc.*]

#### DO YOU ACCEPT APPLICATIONS BY POST?

No, we only accept online applications.

#### I WANT TO DISCUSS MY IDEA PRE-SUBMISSION- WILL YOU LISTEN?

But of course! We are excited to hear about all of the wonderful ideas bubbling to life! Should you not be available to attend our live *Open Call Session* on the 29th of September, send us an email, and we can organise a meeting to hear your ideas and answer any questions you may have. Please note due to the vast amount of applications we receive, we may not be able to meet with everyone. The more clearly you can articulate your idea, the more focused feedback we can give. We strongly advise coming with pre-prepared questions- time flies when you're having fun! As the Open-Call deadline approaches, we will have less time available, so please get in touch as soon as possible. Contact us at [galwaytheatrefestival@gmail.com](mailto:galwaytheatrefestival@gmail.com)

## Inclusion Criteria

### WHAT KIND OF ARTISTS ARE YOU LOOKING FOR?

At Galway Theatre Festival we strive to present a diverse programme of new and innovative works, with particular focus on works made in the West of Ireland. We welcome applications from people of all genders, races, ages, cultures, nationalities, abilities, sexualities and socio-economic statuses. We welcome work in all languages but we have a particular interest in the Irish language. If you feel you are facing barriers during the application or production process, and require any additional support please get in touch at [galwaytheatrefestival@gmail.com](mailto:galwaytheatrefestival@gmail.com).

### WHAT KIND OF WORK DO YOU PROGRAMME?

Here at GTF we are excited about the diverse range of artistic creations occurring on the West Coast and further afield. While Galway's bustling theatre scene holds a strong place in our hearts and remains central to the festival's ethos, we are excited to present a host of different genres; circus, spectacle, performance art, visual art, dance, storytelling, spoken word, film, cabaret, interdisciplinary and remote work.

### WHAT CRITERIA DO YOU ASSESS APPLICATIONS BASED ON?

1. Is the artist/ company aiming to create work of a professional standard and of high artistic quality?
2. Does the documentation provide clear, consciese insight into a thoroughly considered and well-developed artistic idea?
3. Does the artist/ company demonstrate a strong track record and/ or the means necessary to deliver their proposal?
4. The originality and quality of the proposal.
5. Does the project and/or artists have links to the West of Ireland? (this is desirable but not essential)
6. Does the work explore innovative and exciting new forms?
7. We encourage multi-lingual works, particularly those emphasizing the Irish language.
8. We also encourage digital/semi digital work and work that takes place in alternative venues.
9. The proposal's practical viability.

## Venues & Front of House

### DO I NEED TO HAVE A VENUE PRE-ORGANISED?

GTF is partnered with a number of venues around Galway City, meaning we can offer programmed works a performance space. Should you have a burning desire for your work to take place in a particular venue, please include *where* and *why* (technical requirements, audience size etc.) on your application. While we cannot guarantee access to requested venues, we will take all requests into consideration.

Should you have an alternative venue in mind for your work (something site-specific, something that can't work in a traditional venue etc.) please include as much information as possible on your application. Before you commit to an alternative venue, please consider and articulate some of the practicalities in your application (i.e. why is it important you use this space, will using technical equipment in this space be plausible, have you gained all permissions to use the space for a public event, does this venue impact the cost of insurance, does your plan adhere to COVID guidelines?) Should you be interested in using an offsite venue but aren't sure where to start please get in touch and we can suggest potential spaces for use.

### DO I NEED TO RECRUIT FRONT OF HOUSE STAFF?

No. Every year GTF recruits the finest volunteers in the West to help out with front of house. Interested in volunteering? Keep your eyes peeled later in the year. To be put on our mailing list, email [galwaytheatrefestival@gmail.com](mailto:galwaytheatrefestival@gmail.com) with the headline 'Volunteering'.

### DO I NEED INSURANCE?

Yes. To present work at the Galway Theatre Festival you will need to have;

- 1) Employers Liability Insurance
- 2) Public Liability Insurance

### WHERE CAN I GET FUNDING?

Eligible artists may apply for funding from the Arts Council of Ireland, Galway County Council and Galway City Council. Depending on your project, various community, arts, educational and cultural organisations may be able to offer you support. Get creative and reach out! Fundraising campaigns using online resources (i.e. GoFundMe, KickStarter) can also prove helpful.

### WHO DECIDES THE COST OF TICKETS?

Galway Theatre Festival will decide ticket price.

### WILL I BE PAID IF MY WORK IS IN THE GALWAY THEATRE FESTIVAL?

Yes. Usually GTF operates on a box office split in favour of the artist- meaning you will receive a majority of the total financial income from ticket sales. However, depending on the development of government regulations, the festival may pay a guarantee. This will be calculated based on the strand (full production or work-in-progress) venue, audience capacity and run length of each production. More information will be available closer to the festival.

### WHEN WILL I FIND OUT IF MY WORK IS IN THE FESTIVAL?

Programming decisions will be made by mid-December 2021. All applicants will receive an email informing them of final decisions by January.

### I'M PROGRAMMED IN THE FESTIVAL... DO I NEED TO MARKET MY SHOW OR WILL GTF TAKE CARE OF THAT?

GTF actively promotes all programmed shows in our festival brochure, website and on social media. However, GTF is marketed as an overall entity- meaning that while we can offer promotional support and advice, programmed artists are expected to have their own marketing plan in place to optimise the quantity of individuals experiencing your work. Our Marketing Manager can offer support to artists looking to develop their quality of PR, and closer to festival time artists will be offered the opportunity to attend marketing workshops.

### MY WORK WASN'T PROGRAMMED- CAN I ASK FOR FEEDBACK?

Yes you can. Should your application be unsuccessful and you want feedback, please email us at [galwaytheatrefestival@gmail.com](mailto:galwaytheatrefestival@gmail.com) with the heading 'Application Feedback Request'. Due to a high number of requests, the response process can vary in length. Please be patient and we will get back to you as soon as possible.

NOTE: While we can offer feedback, programming decisions are final and cannot be appealed.

### HOW LONG SHOULD MY WORK BE?

Most shows programmed as part of GTF are approx. 60 minutes- we've found this length provides artists ample opportunity to explore theme and story, whilst keeping works concise and focused. However, if your proposed work is longer, we are excited to hear about what it is you want to do and why! Be intentional with your time.

## A NOTE ON ACCESSIBILITY

We want Galway Theatre Festival to be accessible to all.

Should applicants face barriers to accessibility or require additional support, please inform the GTF Team and we will do all we can to help.

We actively strive to attend to the varying needs of our artists and audiences, however unfortunately we do not have all necessary supports in place. Any suggestions and/or feedback regarding the festival's accessibility is greatly appreciated. Please email the team at [galwaytheatrefestival@gmail.com](mailto:galwaytheatrefestival@gmail.com) with the heading 'Accessibility' with any suggestions you may have.