



Artist Event Proposal Form

Want to be part of an exciting community event happening in Didsbury?

Didsbury Arts Festival will take place Saturday, 25 September to Saturday, 2 October, 2010. Local artists are invited to take part in this exciting community event, the aim of which is to celebrate the wealth of talent, diversity and vibrant community that make Didsbury so special.

The week will consist of daytime and evening events to be held in different venues, including schools, cafes, pubs, galleries and churches. Schools are encouraged to involve their pupils and to get involved themselves and artists may wish to go into schools to deliver events and workshops, see below.

Artists

The festival team would like to hear from local artists involved across the arts, including music, theatre, comedy, visual arts, crafts, writing, photography, street art, puppetry - to name just a few!

Artists (solo and groups) are invited to complete this 'Artists Event Form' in full, and to send it to the team by no later than 31 May 2010.

- There is no charge to artists for taking part in the festival
- Read the information below before sending in a proposal
- Provide photographs of your work or a CD or sound and image files; and a short bio
- Provide a short (max 100 words) event description that can be used on the web site or in the programme and also a high resolution image (the file size should be at least 500kb/800dpi)
- Send all of this information and any other useful information with the form to enable the organisers to consider the proposal fully
- Send completed details and form to Didsbury Arts Festival, c/o 11 Lancaster Road, Didsbury, M20 2QU
- An outline programme will be planned in June and available by mid July and event details notified to artists so that you can start planning with the venues
- **Submit your form by 31 May 2010.**

The forms, together with the programme (when available) can all be found on the festival web page at: www.didsburyartsfestival.org.

All enquiries should be emailed to the organisers at: info@didsburyartsfestival.com.

What DAF Association believes

We are a charity association run by volunteers.

We believe that art is for all, not just for some.

We aim to provide an opportunity for artists to perform or exhibit in an environment that is low cost and an atmosphere that is receptive.

We aim to provide an opportunity for the local community to enjoy a range of arts, on their doorstep, free or at accessible prices

We hope that our audiences are enthusiastic and encouraging of the arts, of innovation and of new work.

We welcome artists of all genres and will not censor nor selectively promote any work.

What we do

We run the festival web-site.

We provide information and advice on venues and programming and will aim to allocate venues to artists/events, wherever feasible.

We have a Press Officer with regional contacts, who can supply entrants with press lists.

We publish the Festival Programme and distribute it to our mailing lists, local residents and selected local and City publicity outlets.

We produce banners, posters and flyers publicizing the festival around Didsbury (but not individual events).

We run the Festival Information Desk during the festival which handles information and publicity for artists and audience.

We will make every effort to review events and to publish the reviews on the web-site, at the Desk and with local press. Artists can use these for publicity at the festival and elsewhere.

Where possible, we provide at least one volunteer to support your event on the day.

What artists do

You make your own arrangements with venues, once allocated by the festival team. Unless you have arranged your own event with the venue from the outset in which case the festival team will not get involved.

You contact the venue at least a month in advance of the festival to discuss requirements and agree final arrangements for your event, including opening up and closing the venue property if required.

You arrange for all technical equipment to be available for your event.

You fill in the application form to enter the festival and provide all of the information requested.

You produce your own publicity materials.

You print your own tickets for sale on the door (where this has been agreed with the festival organizers)

You offer a free ticket to your Official Festival Reviewer, as applicable.

You keep all your takings, or your share where agreed with the festival organizers.

Visual Artists – please note that for the Festival Gallery, Art Over the Counter, and small exhibitions which are organised by the festival team, you will be sent further information on the allocated venue/s.

What Venues do

Venues notify the organizers of their availability for festival events.

They are open to contact from the artists and to accommodating the artists requirements are far as is practical.

Venues provide a friendly, supportive, accessible and safe environment for an event and take all necessary steps to ensure Health & Safety requirements are met in full.

The venues actively promote their events and festival posters are displayed to the public and leaflets or programmes made available.

Name of Artist/Group:

Name of main contact:

Main Contact telephone number:

Main Contact email:

Type of arts event you would perform/exhibit/take part in (please place 'x' in box)

- | | |
|-----------------------------|--------------------------|
| Classical Concert Programme | <input type="checkbox"/> |
| Crafts Café Programme | <input type="checkbox"/> |
| Arts Trail | <input type="checkbox"/> |
| Festival Gallery | <input type="checkbox"/> |
| Art Over the Counter | <input type="checkbox"/> |
| Theatre/Drama Programme | <input type="checkbox"/> |
| Writers on Stage | <input type="checkbox"/> |
| Poetry Café | <input type="checkbox"/> |
| Children's Workshop | <input type="checkbox"/> |
| Children's Event | <input type="checkbox"/> |
| Adult Workshop | <input type="checkbox"/> |
| Arts in School | <input type="checkbox"/> |
| Dance Event | <input type="checkbox"/> |
| Jazz Cafe | <input type="checkbox"/> |
| Bands on Stage | <input type="checkbox"/> |
| Comedy Café | <input type="checkbox"/> |
| Fringe/Other | <input type="checkbox"/> |

Concert Trail – lunchtime or evening performances of classical, instrumental or choral music events

Craft Café – a one day event for those wishing to display and sell their own arts and crafts

Arts Trail – open studios and small exhibitions (including photography) at Didsbury venues

Festival Gallery – the main festival gallery where participating artists can show one or two pieces of work at a central venue to be open each day to the public

Art Over The Counter – a collaboration between an artist and a shop or Didsbury venue where the artist works with the venue to design a window display and may also wish to exhibit a piece of their work, for sale.

Theatre/Drama – a programme of indoor and outdoor theatre of all types at a range of venues

Writers on Stage – authors performing and reading from their own work

Poetry Café – all forms of poetry and poetry events performed during the festival week

Arts in School – a specific event to be performed or a workshop to be delivered in a school and working with the festival schools liaison team

Jazz Café – an eclectic range of Jazz events and venues throughout the week

Bands on Stage – various bands in various venues

Comedy Café – comedy events across Didsbury at a range of venues throughout the week

Film Café – film events of all kinds at Didsbury venues

Fringe/other – events not falling into the above programmes

Please complete the information below (feel free to use additional pages for details and please submit photos or CDs of work where possible by 31 May 2010)

Event Title (to be used in the programme):

Description (100 words): (please note this will be used in the programme and on the web site and so should provide all details, ie age and type of audience, entry charge(or state no entry charge) , names of artists, contact details, duration times, booking info and not least should be interesting for the reader)

Type of Venue and space required:

Time needed for setting up and duration of performance:

Venue and performance set up and technology requirements: Please note that artists will be required to provide all of their own technical equipment and to liaise directly with the venue to ensure that all requirements can be met.

Please specify any dates and times (stating morning, afternoon, evening) when you would not be available to perform your event or workshop:

Please specify details if you already have a venue and please provide details of the venue and the performance dates/times:

Please note that for all exhibitions, the craft café, and performances, all festival dates should be kept free as it will not be possible to guarantee preferred dates.