2018 Festival Application Form

IMPORTANT INFORMATION

DATES TO DIARISE

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tr>
<td>31 Oct</td>
<td>Closing date for submission of application forms</td>
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<td>Nov</td>
<td>Closed auditions</td>
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<td>31st Nov</td>
<td>Deadline for payment of application fee for accepted applicants</td>
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<td>31st Dec</td>
<td>Submission of Final Program Information, posters and images / publicity form</td>
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<td>Last date for cancellation of a production</td>
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<td>31st Jan</td>
<td>Booking opens nationwide</td>
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<td>12 – 22 Apr</td>
<td>Maitisong Festival</td>
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APPLICATION FEE:

Individual – P500 / Group – P800 / International Artists – P1500

The Application Fee is payable by any individual / company / production that is selected to participate in the Maitisong Festival. It covers the cost of administration as follows:

- Performance scheduling
- Advertising in the Festival Program
- Inclusion in the Maitisong Festival Diary and on the ticketing system
- Access to technical advice and assistance
- General media publicity

The application fee is payable after a successful audition by the applicant. Maitisong will contact all applicants and inform them of auditions dates. The full application form must be submitted by 4pm on
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31st of October 2017. Productions that do not submit their form by this date will not perform at the 2018 Maitisong Festival.

PRODUCTION DETAILS

Maitisong Festival is divided into six disciplines: Theatre, Poetry, Music, Dance, Film and Visual Art, which can be further divided into genres. Please select the discipline and state the genre. Examples of genres under each discipline are listed below. Please note that these lists are not exhaustive.

Theatre: drama, comedy, satire, thriller, romance, historical, children’s theatre, physical theatre etc.
Music: hip hop, contemporary, jazz, afro-pop, rock, kwasa-kwasa, house, kwaito, motswako, borankana etc.
Dance: crump, hip hop, contemporary, Latin-American, ballroom, ballet, traditional, modern, polka etc
Visual Art: ceramics, drawing, painting, sculpture, photography, film
Film: Action, Comedy, Drama, Adventure, Biography, Historical... etc.

SCHEDULING DETAILS / PERFORMANCE DATES

Please consider your shows running time carefully and be realistic; the running time provided will be used to advertise your show and must be adhered to, for ALL performances. For logistical reasons, we are unable to schedule performances that are longer than 90 minutes.

PRODUCTION INFO

- Names of cast members / director / choreographer / writer / composer etc
- Age recommendations: if your production uses profane language, images or actions that are likely to offend younger audiences, their parents, religious groups, sensitive viewers etc, please ensure that you apply an appropriate age recommendation
- 50-word blurb: It is vitally important to carefully consider the wording you use for your production’s description. Audiences will base their advance ticket purchasing decisions on this
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information. Consult with your cast as to the best description of your production. Your description should be concise and accurate while at the same time eliciting.

**NB: Productions that submit blurbs longer than 50 words will be asked to cut it shorter. If they do not do so, Maitisong Festival will cut the blurb down to 50 words.**

**PRODUCTION PHOTOGRAPH / IMAGE**
Successful Festival applicants will be required to send 3 – 5 high-resolution (250+ dpi), color production images (JPEG/PDF) to be used as thumbnail images or photographs in the Maitisong Festival Program. Images should be sent to the Communications Office by 28 February 2017. Images should be sent by email to morongoa.mosetlhi@maruapula.org.

**NB: Productions who fail to submit images by the above-mentioned deadline will be advertised without an image. Submitted images should not have any text. Please do not submit production posters as images for the Maitisong Festival Program.**

**TICKET PRICES**
You are required to determine the ticket price for your production within a range of P 50 – P 150. Keep in mind that the following deductions are made on each ticket sold (including door sales)
Service Charge – P 4 per sold ticket (including Complimentary Tickets)
Organizer’s Commission – 25%
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APPLICATION FORM AND FESTIVAL CONTRACT

CONSULT THE IMPORTANT INFORMATION SECTION This form refers to pages in the Important Information section, which forms part of the contract you enter with Maitisong Festival. Please ensure you have read and understood the rules and regulations pertaining to participation in the Maitisong Festival.

COMPULSORY QUESTIONS - please answer all questions relevant to your production. Questions with red stars are compulsory – your form will not be accepted unless they are completed.

IF YOU NEED ANY HELP contact Morongoa Mosetlhi at the Maitisong Festival office: info@maitisong.org / Tel: (+267) 3912953 / (+267) 71 355 929 / Fax: (+267) 397 3338

DEADLINE FOR APPLICATION: 31 October 2017. Forms should be submitted via email to info@maitisong.org or by post to the Communications Office, Maru-a-Pula School, P/Bag 0045, Gaborone.

1. CONTACT DETAILS
*Name and Surname of Authorized Representative: ...............................................................

*Presenting Company Name (if applicable): ............................................................................

*Email Address: ...................................................................................................................

*Cell Number: ................................................................. *Work Number: ...........................................

*Postal Address: ..................................................................................................................

*Omang / Residential / Passport Number: ............................................. *Nationality: .................
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*ALTERNATE CONTACT Name and Surname: .................................................................................................................................

*Cell Number: ........................................... *Email Address: .................................................................................................................................

2. PROPOSED PRODUCTION DETAILS

*Production Title: .................................................................................................................................................................................

*Discipline / Genre: .............................................................................................................................................................................

(Please see page x of application guidelines for more details)

*What is the target audience for your production? .........................................................................................................................

(I.e. Men and women between 21 & 50 / Children under 12 / Teenage Girls / Boys etc)

*Have you performed at Maitisong Festival before? ○ yes ○ no

*If yes, please provide details of three most previous performances (year, name of production):

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Please fill in the following if the script / music for your production is not written / composed by your production company. NB: If you require performance rights for any script / music used / included in your production, the onus is on you to ensure you acquire the rights to use scripts / music that is copy-written. Check with COSBOTS (Copyright Society of Botswana) if you are unsure whether you require performing rights. Any applicants using copy-writable material must produce a COSBOTS issued license to demonstrate copyright compliance. COSBOTS: Tel +267 392 8055

PRODUCTION SCRIPT WRITER Name and Surname: ..................................................................................................................

PRODUCTION MUSIC COMPOSER Name and Surname: ..................................................................................................................

FUNDING
*Is your participation in the 2018 Maitisong Festival dependent on receiving funding? ○ yes ○ no
*If YES, please provide details of funding application:
........................................................................................................................................................................................................................................
........................................................................................................................................................................................................................................

Name and Contact Details of Funding Body; Date of expected application outcome

*If NO, do you hereby confirm that you have sufficient funding for participation in the 2018 Maitisong Festival? ○ yes ○ no
Sufficient funding includes funding for transport, accommodation, per Diems, equipment hire, marketing etc. Please note that if you state here that you have sufficient funding and consequently cancel the production due to funding issues you could face exclusion from future Festivals.

If your participation is reliant on funding you MUST:
• Have applied for funding prior to submitting this application
• Expect to receive the outcome of your funding application prior to the cancellation cut-off date of 28 February 2018
• Pay the application fee in full by the due date of 31 January 2018 (if you end up having to cancel due to not receiving funding you will receive 70% of your application fee back provided that you inform the Fringe Office on or before 28 February 2017)
• Keep the Maitisong Festival office informed as to the status of your funding application.

CAST & CREW
DIRECTOR
*Name and Surname: ................................................................................ *Cell Number: .................................................

STAGE MANAGER
*Name and Surname: ........................................................................ *Cell Number: .................................................

*How many CAST MEMBERS are in the production? ...........................................................

*How many cast are on stage AT ANY ONE TIME? ...........................................................
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*How many people in total will be in your TRAVELLING PARTY (include cast, crew, drivers etc.): .................
The Festival recommends productions with small cast numbers. A smaller cast also reduces the logistical costs of the production.

3. TECHNICAL DETAILS
*MINIMUM performance area required: .................................................................................................................................
Please measure out the space you will require for your production & indicate in the following format: depth x width x height

*Preferred seating capacity: ........................................... *
Do you require a piano or keyboard for your production? ○ yes ○ no
Note: rental of pianos or keyboards will be subject to a fee - please contact the Maitisong Festival Technical Office for details.

*Provide a description of your sound requirements

*Provide a description of your lighting requirements
Describe your staging requirements - for example, do you require dance mats, overhead suspension points, upstage entrances etc.

Does your production feature EXPLOSIONS, GUN SHOTS, OPEN FLAME, SMOKE, LASERS, STROBE LIGHTING, or any other sound or visual effect that requires audiences to be warned or special permissions to be obtained? ○ yes ○ no
*If YES, describe the effect below:

Will you be using a projector for stills or video during your performances? ○ yes ○ no
*If YES, describe the type of projection you intend using:

Please note we do NOT supply projectors or screens and you need to hire these yourself.
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*Please list any LARGE PROPS you use in your production


*Briefly describe your SET:


4. PAYMENT OF FEES
A PRODUCTION WILL ONLY BE FULLY REGISTERED ONCE PAYMENT OF THE APPLICATION FEE (P500 – individuals / P800 – groups / P1500 – international artists) HAS BEEN RECEIVED.
MAITISONG FESTIVAL CONTRACT

*Title of Production: .................................................................................................................................................................

*Your full name: ..............................................................................................................................................................................

As authorized representative of the above-named production, I accept the conditions detailed in the document titled 2018 Maitisong Festival Application Booklet, which I have read and understood, and that are regarded as forming part of this agreement. I accept that in submitting this contract, I assume personal liability for the said production by the group/company of all obligations referred to in the afore-mentioned documents. By entering my name above and submitting this document, I hereby enter into this contract with Maitisong Festival.

*Signature: .................................................................................................................. *Date: .................................................................

Authorized representative of applying production

*Signature: .................................................................................................................. *Date: .................................................................

Authorized representative of Maitisong Festival