



**NIFF 2023**

## **Artist Information Package**

*Dear Artists, we are so looking forward to working with you in June. There's a lot of information here that is really important. Please review this document as soon as possible. If you have questions, thoughts, needs, dreams, jokes - get in touch with us by email or phone.*

### **1. Performing Outdoors**

Most NIFF 2023 performances will take place outdoors. This means wonderful fresh air and lovely natural light. It also means:

**Ambient noise** from traffic, birds, passers-by and other shows. We have done our best to choose venues and schedule to minimize this but be prepared.

**Audience containment** is a little more difficult. NIFF volunteers and staff will do their best to gather ticket holders in the appropriate area for each performance. However, there is little we can do about passers-by gathering outside the designated venues. (Where possible, we will encourage them to get tickets or make donations.) Latecomers will be placed at the rear of the audience area, as quietly as possible.

**Venue structure** is variable. Depending on which venue you are in, your performance space will have a specific size and shape. Please take into account that audiences may be on the same level as performers, some seated on the ground and some in camp chairs. If a lot of your performance is at ground level you will not be visible to everyone and the "back row" may be 30-40 feet away from you. Adjust volumes accordingly.

There is one indoor theatre space. Please see its details below and know that its availability is very limited.

**NOZHEM: First Peoples Performance Space** is surrounded on 3 sides by permanently mounted black velour curtains on a walk along track. There are ground level double doors leading from the load-in area to the performance space. There is a sprung floor, covered in masonite and painted black.

## Seating

Bleacher-type seating is installed on the 4th side of the space. There is one section of fixed seating with a centre aisle and 81 seats. There are also 20 padded folding chairs which make up a total of 101 seats. Generally, two rows of the chairs are placed in front of the bleachers for performances.

## Dressing Rooms

There are two dressing rooms with rolling costume racks located behind the bleacher wall. The rooms are permanently installed with makeup counters. Full length mirrors and lamps are supplied in the dressing rooms. Adjacent to the loading area, there is a restroom and sinks with mirrors. If required, the load-in area can be converted to a dressing area.

**Weather.** Hopefully we will have a week of wonderful sun. (Please take appropriate precautions for that and note that outdoor performance spaces do not have shade.) However, in the case of inclement weather, the Festival may have to cancel performances. Below is the process we will follow. Artists will be kept informed throughout.

- 10 am – NIFF staff reviews daily weather forecast, flags concerns. In extreme conditions, shows may be cancelled at this point.
- Two hours before Show Time – NIFF staff reviews conditions and forecast, discusses options with artists. Artists may choose to perform in any conditions that in the Technical Director's opinion do not present a danger to patrons or NIFF staff. However, NIFF staff will take appropriate measures to protect equipment and volunteers.
- During performance – Should weather change during a performance, artists may choose to halt the show. If the artist chooses to continue and the TD confirms no danger, NIFF technical staff may need to remove/protect equipment.
- In cases of cancellation due to weather, patrons will be offered the option of transferring their tickets to a subsequent performance when possible.

## **2. COVID-19**

We do not know what performance regulations will look like in 2023. In the event that COVID-19 is still an ever-changing reality, NIFF will be hiring a Health and Safety Coordinator who will be responsible for making sure the Festival is completely compliant with whatever the rules are in June 2023. All staff, performers, volunteers and patrons will be required to follow their directions. Let's work together to make this a safe and fun event, regardless of health regulations.

### **3. Tickets and Payment**

As you know, *Fringe* artists receive 100% of ticket sales for their show. For 2023, NIFF ticket prices are \$10 for an individual show.

Within 10 days of the end of the festival you will receive a box office report for each performance indicating audience numbers and ticket sales and payment by cheque or e-transfer of the full amount of ticket sales.

Performers may wish to give out complimentary tickets as well. You will receive further instructions about this before the Festival.

### **4. Publicity**

The NIFF team will publicize the festival in general, including distributing posters and working social media. FRINGE ARTISTS are responsible for marketing their own shows.

### **5. Technical Rehearsal**

Please arrive at least 15 minutes early for your one technical rehearsal. There will be one technician to assist you with setting up and running your show in your outdoor venue. The technician will inform you of the end of your rehearsal time and we ask you to please vacate the space by that time. Festival staff will also be at your rehearsal to take care of assorted paperwork and provide any other information you may need. One item of paperwork will be signing off on the SAFE SPACE POLICY that you will find at the end of this document. Please review that with all members of your company prior to arrival.

### **6. Pre-Show Announcements**

Someone from NIFF (board, staff or volunteer) will make a short announcement before each performance. This will include the usual things – land acknowledgement, info about the festival, acknowledgement of funders, fundraising pitch. If there is anything specific you would like included in the announcement for your show, please email it to us before your technical rehearsal.

### **7. Photography and Recording**

A NIFF photographer will be onsite throughout the Festival taking pictures for future NIFF reporting and promotions. You will be asked to sign a waiver for this at your technical rehearsal. If there are specific elements of your production you do not wish photographed please let us know at that time. Local, regional and national media will be invited to attend the Festival and may have additional specific requests. These will be coordinated with artists as they arise. NIFF staff will make their best efforts to ensure that no other photography or recording happens during your performance.

## **8. Storage**

Sets, costumes and equipment can be stored backstage in Nozhem Theatre. While this area is reasonably secure it will be shared by all artists and NIFF cannot accept any responsibility for items stored here. If you have particular concerns about storage, please let us know.

## **9. Additional Rehearsals**

If you want more time to work in your outdoor venue without technical support, please let us know and we will do our best to schedule it for you. Additional time in Nozhem will be rare but we will consider requests.

## **10. Performance Schedule**

As we have a complex schedule, **it is important that all shows start and end on time**. Audiences will be going to more than one show in a day and your show starting late could mean that they miss someone else's. Please be standing by, ready to set up, 30 minutes before the start time of each of your performances. If you require more assistance than can be provided by one technician, you are responsible for arranging that. PLEASE do not run over the length of time you stated on your application (also noted on the schedule you have approved). At the end of your performance, please clear the space promptly (especially if your venue has upcoming performances).

## **11. Volunteers**

As with all arts events, NIFF relies heavily on volunteers. They will do their best to make the Festival a great experience for artists and audiences. Please ask them for any help you need, and help them feel welcome too.

## **12. Hospitality**

NIFF continues to monitor the COVID situation and consider what we can safely do together. We do know that we will have a hospitality room set up adjacent to the venues with some tea/coffee/snacks for performers during festival hours.

## **13. Accommodation**

NIFF is in the process of trying to secure billets. More details will be provided as soon as we have them. If you know people locally who might be able to put you up, that may be a more comfortable option for some.

Information about Billet Hosts (read carefully):

- Billet Hosts generously volunteer to provide a place in their home and can help artists find their way about Peterborough/Nogojiwanong.
- Hosts may provide use of their kitchen, which should be discussed.
- Hosts are not expected to provide food or transportation for guests.
- Hosts and guests communicate about particular needs or house rules.

#### **14. Transportation**

We assume most of you will have vehicles. NIFF will arrange parking at Trent for the duration of the festival for one vehicle per company (Please let us know if you need more or less). There is good public transportation from Trent to downtown Peterborough, as well as a lovely bike/walking trail. If you think you will require further transportation assistance, please let us know immediately.

#### **15. Communication**

On your application, you will be asked to provide a cell phone number for communications during the Festival. Please consider who in your company is the best contact. Choose one person we can contact about all festival-related things throughout the entire process.

## **Safe Space Policy September 2022**

As an Indigenous festival, NIFF recognizes and respects the Indigenous protocols of the land upon which the festival resides. NIFF also respects the protocols of all Indigenous performers and will accommodate cultural protocols and requests to all reasonable extents possible within the context of the NIFF venues and time constraints.

### **Introduction**

NIFF endorses diversity and supports equal rights. It does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical ability, whether covered by applicable legislation or not, except where affirmative action may be required to redress people who are differently-abled, or people from disadvantaged groups.

### **Policy**

NIFF does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical ability or any other personal attribute protected by law, except where affirmative action may be required to redress people who are differently-abled. NIFF will make all reasonable accommodations to allow people who experience difficulties in their dealings with the organisation to benefit equally from its work.

This policy applies to NIFF staff and board members, volunteers, vendors, and performers.

### **Pledge**

NIFF pledges to create safe, fully inclusive, respectful workplaces where artists can thrive, free from all forms of harassment, including but not limited to sexual harassment, discrimination, bullying and violence.

Harassment can take many forms including unwanted sexual attention, inappropriate jokes or texts, threats, and other unwelcome verbal, written, visual, or physical communication or conduct.

### **Complaints**

NIFF has identified two possible avenues of complaint (recognizing there could be others)

1. Issues with audience members
2. Issues with Festival staff, volunteers, vendors, other performers

### **Process for Making Complaint**

1. Issues with audience members should be directed right away to a volunteer or staff person in order for immediate resolution.
  - Resolution will be determined by the staff or volunteer, with an option to involve Trent Security.
  - A written complaint can also be submitted.

2. Issues with Festival staff, volunteers, vendors, or other performers can be dealt with in one of two ways (which are not mutually exclusive):
  - A direct complaint can be made to a Festival staff person or volunteer
  - A written complaint can be submitted.

Written complaints are submitted to the members of the NIFF Board who will review the complaints and determine the next steps. Complaint forms will be available at the Festival office or online by request to any Festival staff or board member.