



# HOSTS

## HOW TO GUIDE

**Thank you for choosing to host an Anywhere Festival performance!**

**Your lounge room/balcony/backyard/driveway/sporting venue/commercial residence or office will transform into a performance space for poetry, comedy, music, theatre, circus, or dance.**

By choosing to host an Anywhere performance you will have fun, support local artists and provide a special event for your friends, neighbours, existing customers AND introduce new people, customers and friends.

It WILL take some of your time (not too much!) and we ask that you do not charge for the use of your venue.

In return, we ask the performers to use your space “as is” and to work with you regarding dates and times so that you achieve your hosting goals.

## WHAT TO THINK ABOUT NOW

1. Want to host a one-off performance or do you want to host more? If so, what nights/days? Are you interested in music? Don't want circus? ...Shows for everyone or just for the adults? Deciding what you're after early makes the decisions easier in the long term.
2. We try to make it as easy as possible, but it will still take a bit of time to organise with the artist and every producer is different. Please feel free to contact us direct at any time if you have concerns.
3. The show is under the Anywhere Festival umbrella, but you need to feel comfortable with the relationship you have with each producer, because they are your main point of contact.



For more about the festival and the benefits of hosting, check [THIS LINK](#).

## LOCKING IN A SHOW

1. **Head to <http://anywhere.is/apply>**, create a login and add your venue details. This ensures we have all your correct contact details, we know the types of shows you are interested in hosting, as well as preferred dates, times and what you want to get out of being part of the festival.  
  
Please also indicate whether you want performers to contact you direct, or if you would prefer performers liaise with us first.
2. If performers come through us, we will provide an email with some information about each act. If you have people approaching you direct, get them to send you a link to their show details.
3. Talk with the performer/producer in detail. Trust your instincts on whether you think the show is a good fit for you and your venue. Not everyone is right for you but they may be right for someone else.
4. Arrange a time for the producer to visit the space. If a few artists are interested, we recommend organising a time where they all come together to save your time.
5. Before **21 February 2017**, run through the **Venue Agreement** with the producer/artist. This isn't a legally binding document, but it's there to ensure both sides have written down what is expected from each other.
  - I. If you are planning to have a couple of acts, think about having one after another with a half hour buffer to create buzz and also to manage the time commitment required by you.
  - II. If you are a commercial residence, Anywhere Theatre Festival will use the 50 words, logo and contact details in your online listing to put information about you in our print program.





## GETTING READY FOR THE PERFORMANCE(S)

1. Come to the launch!
2. Promote the show via:
  - 2.1. Facebook and social media using #anywherefest as the tag, tagging **Anywhere Theatre Festival** and linking direct to your booking page at <http://anywhere.is>;
  - 2.2. Invite your neighbours so they know the event is on;
  - 2.3. As a host you will be the first to collect Anywhere Theatre Festival programs. Please distribute them to your customers, friends and neighbours;
  - 2.4. Run an early competition to win free tickets when the festival launches - the producers will work with us to ensure the tickets are reserved- and it can create buzz around your space and the event.
3. Ensure the performers keep in contact, and that they make at least one more visit to run through how they will run the logistics (bumping in/out and during the run). All performers are asked to use your space 'as is'. If it appears the act are trying to bring in a stage or a big lighting and sound rig, please contact us immediately.
4. Ensure the producers have run through the **Risk Assessment Document with you** to ensure all risks are minimised and everyone knows what to do if something were to happen.
5. Check ticket sales direct through us or via your producer.

## ON THE DAY OF THE PERFORMANCE

1. The producers will bring Teardrop banners to mark the location along with safety tape, hi vis vests, directional signage, "mind the step" signs, traffic cones to mark out spaces as well as their own materials.
2. The producers will bring a cash float and if requested, they will also be provided with a Square electronic device to take credit card payments at the door.
3. If something goes wrong that has affected your property, the producers or the audience, ensure we are notified immediately and that the producers report it in their "Daily Incident Report" which acts to protect everyone.



## WHAT TO DO IF SOMETHING GOES WRONG

If you get a feeling early on, or any kind of worries, contact us.

If show details need to change after the program deadline, if an act isn't replying to your calls/emails or if anything untoward happens on the day of the event, contact us immediately on 0452 635 488.

## WRAPPING UP

Send us your feedback using the online form so we can improve the host experience.

## IN A NUTSHELL

1. Register your details at <http://anywhere.is/apply> so we know what you're looking for in a show.
2. After chatting with potential performers, confirm details with our template Venue Agreement by **21 February**. <http://anywhere.is/downloads/Resources/2018-Venue-Agreement-Template.docx>
3. Come to the Anywhere Theatre Festival launch in mid April
4. Touch base with the performers in the lead up and ensure they do a Risk Assessment to cover insurance.
5. Enjoy the shows!
6. Tell us how it went via our feedback form and contact us if you have any concerns at any time.

Cheers,

**Paul Osuch** - Founder of Anywhere Theatre Festival

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