

FOR PERFORMERS IN Alt Spaces Venues (inside venues)

You will not have a technician supplied by the festival. If there are any technical challenges to overcome please refer the matter to Peter Burford the Fringe TheatreFest tech director. **Please remember that any electrical equipment used must have a current PAT certificate.**

Please ensure that all members of your companies are familiar with the emergency procedures at the venue. This is a **Health and Safety** requirement. You will be required to sign a Risk Assessment saying "We have looked at the Health and Safety and Fire/Safety Evacuation Procedures of the building, have consulted with the proprietor and will abide by them." So leave yourselves time before your show to talk to the proprietor about what to do if there is a fire or any other sort of emergency and any other safety issues they may want to tell you about .

1. You will need to talk with the person in charge at your venue to determine layout of any seating you are using. Please make sure that this complies with their H&S guidelines! (i.e. not blocking fire exits etc)
2. The Alt Space Coordinators (Jess, Elliott or Amy) will go through any other health and safety policies with you at your 'meet and greet' or tech rehearsal and will talk you through any fire safety guidelines that you need to be aware of in your location.
3. You should ensure that you are able to set up with a minimum of 15 minutes before your show time.
4. Please discuss with your Fringe TheatreFest steward how you want to start /end your show. It's a good idea to tell the audience at some point (beginning or end of the show - up to you!) who the steward is and that they will be holding the donations bucket at the end of the show. The steward will also be in charge of making sure that the bucket goes to Fringe HQ (at St Annes Community Arts Centre) to be counted. Companies will be paid shortly after the festival. This is not only so that TheatreFest have a record of takings but also because audiences can donate Frequent Fringer Vouchers which can only be exchanged for money after the numbers have been tallied, post festival.
5. When you are ready for your audience please let your Fringe TheatreFest steward know
6. Get-out. Please take all your set/props /costume with you after your last show.
7. Golden Lion Tap in the evenings is a great chat/speakeasy venue for us all – performers, volunteers, audience and visiting promoters – it's also a great way to advertise your show to others: 'talking-up' your work is the best way to advertise. On Thursday 23rd Fringe Meet up at GLT after the shows come down - anyone with a fringe badge of either colour most welcome but must be 18 years old or older! On Friday 24th From 10.45pm - midnight there'll be a fringe cabaret in The Golden Lion Tap performance space – entrance free! Just show your blue performer badge.
8. Please note that Fringe HQ is at St Annes Community Centre downstairs : the finance area will be screened off and this area should not be accessed by the companies: the finance officers need to be able to work uninterrupted.
9. If you have any safeguarding concerns during the Fringe these should be made known as soon as possible to the Fringe organisers who will contact the Fringe Safeguarding officer who in turn will contact you directly to advise and support on procedures for reporting the concern immediately.

Thank you, the Fringe TheatreFest Team