



Welcome To all Fringe Performers and Crew: - A Quick Reminder of Stuff

1. **For regular venues** you have 15 mins get-in before your performance time. And 15 mins get out afterwards. There is 15 minutes in between this time - so we can ventilate space and clean as necessary to comply with best practise. Please do not assume you will be able to use this time to set-up/take down.
2. **Alt Space venue** get-in times will vary according with arrangements made between you & the venue or via Jess Cox & Elliott Grant
3. The audience will be allowed into the theatre-space a minute or so before your show is due to go up, ready or not!
4. Please be clear of the performance space within 15 minutes of your show coming down. You'll get a chance to work this out with your venue tech if you're in a regular venue. Same with Bridge Chambers and RATT at the Queens or where the space is shared with other performers.
5. **Your show has to start at the time advertised** and you must stick to the advertised length of show that you submitted. Remember that audiences book up in advance to see several shows in one day & so the timings are crucial!
6. For those in ticketed, lockable and tech'ed venues it's safest to leave props and costumes stored on site after your technical rehearsal – so you know that they are there. As you know we provide a 1m x1m square storage space per company. For informal /outside venues it may be best to take valuable items with you.
7. Do have a backup copy of any of your sound in case of loss or damage. And also a spare technical script. You will already know from Pete Burford that **ALL** electrical equipment brought with you must have a **current PAT certificate**. **You must also have a Risk Assessment for your show. This is a legal requirement.**
8. Do wear your blue performer/crew badge to obtain your concessionary rate tickets for other shows. (£5 - remember there are no comps.)
9. Hand programmes (freebie hand-outs only please) to the stewards. Tell the FOH stewards if you are prepared to let in late-comers – we have said no, generally, but if you want to make exceptions the decision is yours. The same applies to whether or not you will allow in people under your recommended age guide. There can be no late-comers at all at Bridge Chambers Hall.
10. No need for panics – just ask and we'll do our very best to help out.
11. All venues are hired/on loan with much goodwill and we have no budget for cleaning staff – so help in keeping dirty costumes in provided storage areas and grimy make-up marks in washrooms to a minimum would be most appreciated. The only venues that audiences may take drinks into are GLT and the venues at the Queens (if the drinks are bought there.)
12. **ALL fringe staff are volunteers** – some take part of their statutory holiday leave in order to volunteer for the festival so please be kind to them! They are also an excellent way to publicise your shows – they are mostly local and have friends. Cultivate them!
13. **Please note that ALL venues have strict no smoking policies (including e.cigs) within the buildings. We must also warn you that there is also a no alcohol policy for anyone on stage/back stage or in charge of electrical equipment. The management reserve the right to halt productions if they have reason to believe anyone to be under the influence of alcohol or drugs.**
14. Useful phone numbers:-

Bill Buffery	07974 569849	Fringe Director
Gill Nathanson	07967 603338	Fringe Director
Pete Burford (tech matters):-	07528 010309	Tech Coordinator
Peter Buffery	07889225575	Volunteer Coordinator
Liz Hayton	07790 522385	Volunteer Coordinator
Jess Cox	07862 043966	AltSpace Coordinator
Elliott Grant	07977 765076	AltSpace Coordinator
Mark Ashmore	07795 003338	Company Liaison
15. If you need to contact Company Liaison, Mark Ashmore, by phone or by twitter (@WhiteHippos) please note:- he will be based in the Foyer of The Queen's Theatre throughout the morning and afternoon of

Thursday 27th and Friday 28th June (note : NOT Wednesday 26th) and he will tweet his location when he has to move elsewhere.

16. Obviously do call us if you need to but it's always worth checking the web site first as the info may already be there! www.theatrefest.co.uk
17. FINAL TIP: it's always good to go to the whole of a taster session rather than just turn up for your 'bit'. The tasters are a great way to meet other performers, volunteers and audience members. Though, of course, we do appreciate that sometimes people are dashing to and from tech rehearsals.

Useful info for out of town Fringers:-

Good places to eat – also most of these are great supporters of Fringe:-

Barnstaple Coffee Shop – have always been huge supporters of Fringe. Last hot food order around 2.30/3pm. Great breakfasts! And our pre-fest taster session is there on Weds 26th!

Queen Anne's Cafe! Another great supporter of the festival. Great cakes too.

The Feel Good Larder (a venue this year) plus loads of great veggie/vegan/gluten free food.

The Museum also has a nice little café

Please see the Food Passport (available at Box Office Central) for all the café/eateries that are buying into the festival this year. Great discount offers available at Tiffin, Artisani, Arti 2, Bull & Bear, The New Amsterdam, Roots, Feel Good Larder, Barnstaple Coffee Shop, Fat Cats, Latitude 48: you must be wearing your fringe badge!

We're particularly keen to support small businesses (not against the big chains at all – it's just that like everywhere else, our High Street needs as much help as it can get).

Launderette:

One in Bear Street

Another up Newport Road.

Photocopying:-

Rymans: High Street

The Library has some printing facilities

Tourist info:-

In the Barnstaple Museum – on the Square

Please note we believe we can hand out fliers in the street (but not inside Green Lanes Shopping Centre!) but are not allowed to poster in the streets. Do ask at shops that are not already exhibiting posters – and there are boards at all the venues. Don't forget to hand out fliers to audiences both waiting to go into and coming out of other shows...please do NOT leave fliers lying around. Hand them to people or take them home. We were still trying to compost last year's left over fliers in February this year!

It seems we can 'busk' /advertise as long as no-one stays in one spot too long (15 mins max) and you do not block store exits and entrances. Busking space available in the Pannier Market at the stage end whenever there isn't a programmed fringe show on there!

There will be a fringe marketing gazebo on the High Street outside Poundland from 11 – 3pm every day of fringe where you are welcome to come along and sell your show to the public of Barnstaple! There is no doubt that the companies that do this attract new audiences. Just saying.

Please do NOT leave fliers lying around on tables/at venues. Let's all try to reduce our carbon footprint!

Last orders from the bar at the Queens is just after the last show goes in.

GLT has a late night licence on Friday & Saturday but closes at 11pm on Thursday.

Fringe Natter and Meet Up at Junction 27 (venue 5) after the shows come down on Thursday 27th. Come along and say hello to us and each other.

And from 10.45 pm on Friday 28th there will be a Fringe Cabaret at The Golden Lion Tap (venue 8) on the Square – entrance free with your blue badge!

And from 10.30pm on Saturday 29th there will be a Fringe Cabaret at Junction 27 (venue 5 on the map) – entrance free with your blue badge!

All ideas you have about how we can make our little fringe even better will be very welcome – please do not hesitate to offer your thoughts. Although we've participated in many fringes, organising one is a whole different ball game and we're always looking for ways to improve.