

## SPRING FORWARD 2024 APPLICATION GUIDELINES

Before you submit an application, please read the following information carefully.

- The deadline for completed expression of interest forms is **Friday 1<sup>st</sup> December 2023**. The deadline for completed application forms is on **Friday 12<sup>th</sup> January 2024**; we regret that we cannot accept submissions after this date. Priority will be given to groups who completed the expression of interest form as well as the completed application form.
- **Applicants will be able to apply to take part in all platforms and will be able to submit a maximum of two pieces for each show.** We cannot guarantee that all your pieces will be accepted but we will endeavour to programme fairly across all three-platform events. In the same instance we reserve the right to programme additional pieces to create a balanced programme.
- Whilst we welcome applications from South West groups beyond Somerset, applications from groups based within the county will be given priority.
- **If you have performers taking part in other groups, please ensure this information is added to the application form for all the additional groups they will be performing with. If we do not have this information on the application form, we cannot guarantee that they will be able to perform in each group.**
- **Please make sure all pieces are suitable for a family audience and each piece is no longer than 5 minutes.**
- We will notify you of the outcome of your submission by Friday 26<sup>th</sup> January 2024.
- We appreciate that your piece may be in the early stages of development, but you will still need to provide a short summary of the work, to be used in the printed programme and marketing material for audiences on the night.
- Due to the timing of the performance (usually 7pm – 9pm) the recommended age limit for Spring Forward performers is 7/8 and above.

### If your application is successful:

- You will be sent a request for technical information about your piece/s, including lighting info and music files to be sent back to us no later than **Thursday 22<sup>nd</sup> February 2024**. Due to the sheer logistical scale of this event, any technical information received after this deadline may result in us being unable to programme your piece in the show.
- **Tech rehearsals will run from 2pm on the day of performances and are a crucial part of making Spring Forward successful.** You will not receive information about your tech rehearsal time before Friday 26<sup>th</sup> January, so please make sure all group members are prepared to be available from 2pm. If you are allocated an earlier tech time you are welcome to wait in the venue for the afternoon, but we would suggest you make other plans for something to do nearby whilst you're waiting as it can be a long day for those teching early. Unfortunately, if you can't commit to the tech rehearsal you will be unable to take part in this year's festival.
- Group leaders are responsible at all times for all of their participants before, during and after the technical rehearsals and the performance. Children under the age of 5 years will not be allowed in the auditorium due to health and safety risks.

We do not currently ask for an application/administration fee from groups taking part. Spring Forward showcases are made financially viable by ticket sales to members of the public. Therefore, we appreciate the support of groups taking part to promote ticket sales leading up to the event.