

Artist and Company Information Form

Plugged In is an Arts Council funded strategic touring project, delivered by Culturapedia in partnership with Blackburn with Darwen Borough Council and Pendle Leisure Trust.

We work with four local authority venues, which differ in size and technical capabilities. They are:

- King Georges Hall - Blackburn
- The ACE Centre - Nelson
- Darwen Library Theatre - Darwen
- The Muni - Colne

You can find out more information about each of our venues on our website, or by downloading our artists pack which is aimed at programmed artists but also contains the technical specification for each of our venues. There is also a FAQ document you can download.

We work to open these venues up to the community and local people around them, and to programme great art and theatre with them in mind. To do this we work with volunteer community promoters who choose the shows we programme and take the reigns with promoting and marketing their events.

To hand over the programming we put together a menu of shows. Our overall menu is usually made up of around 15 companies, but not all shows are put forward for each venue, depending on technical and artistic suitability. We generally only take one off dates from companies but are working towards taking two. We have strong links with other programmers, promoters and venues in the area, and we often work with this network to make touring to Lancashire more viable for companies. When putting together our menu we will pencil in a date with you and will strive to make this date work. However, we can not guarantee that our promoters will choose any given show. We aim to give you plenty of notice if we are not going to be able to honour a pencilled date with you, or if it looks like we'll need different dates.

Overleaf is a checklist we ask all companies applying to be part of our menu to fill out. These are the things that help us decide which venue might be the best fit for your show and also form the basis of our menu to promoters, so it is important you give us as much information as possible to really sell your show.

Checklist

Name of company	
Show title:	
Genre:	
Dates available:	
Cost of show:	
Main Contact:	
The next section is about the technical requirements of your show:	
Ideal audience capacity:	
Ideal venue space: <i>Do you need a black box, a raised stage etc.</i>	
Ideal audience seating: <i>All of our venues are traditionally set out as end on seating, some have rakes some don't. In some it is possible to reconfigure the seating layout.</i>	
Technical requirements: <i>Can be attached as a separate document.</i>	
Get in time:	
Get out time:	
Venue technician required:	
Number in cast:	
Green room / changing room requirements:	

The next section is more about what the show is, this is the most important section for our promoters to make their decisions from. This asks you for things like your marketing packs, links to reviews etc. You can either add in a link to this form where we can download the material from, or you can attach them as separate documents when emailing this form back to us.

Show tagline - *describe your show in one sentence:*

Marketing pack:

It's good to provide us with marketing copy for our brochure and websites, an example press release and any other materials you think will help market your show.

High resolution marketing and press image:

Example of your publicity:

We will ask you to provide A5 fliers, and posters in A4 and A3

Is there a trailer for the show, or soundtrack playlist we can see in advance?

Are you previewing the show before going on tour? If so where could we come and see you?

Reviews for the show or previous shows:

Tell us who you think will love your show and why?

Where can we find you online?

Website, twitter, facebook, youtube etc.

