

planet connections theatre festivity

2017

PLANET CONNECTIONS THEATRE FESTIVITY MANUAL

As of Feb 2017

Information subject to change

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As of Feb 15 2017

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OUR MISSION

The Planet Connections Festivity Inc. is New York's premiere eco-friendly/socially conscious not-for-profit arts festival. Fostering a diverse cross-section of performances, the festivity seeks to inspire artists and audiences both creatively and fundamentally, in a festive atmosphere forming a community of like-minded artists. At the heart of the festivity are individuals striving to create professional, meaningful theatre, film, music and art, while supporting organizations, which give back to the community at large.

RAISING SOCIAL, CULTURAL, POLITICAL AND ENVIRONMENTAL AWARENESS

In keeping with the spirit of Planet Connections' belief that theater can (and does!) spark social change, we are going one step further. We will be working with each production in the Festivity on community outreach.

Whether it be collecting canned goods at the box office for donation to the local food bank, contributing a percentage of your ticket sales to your favorite charity, hosting an event for your charity in our Festivity Lounge or any other myriad options available, our hope is that the good works of our Festivity artists will inspire audiences to do the same and a ripple effect will continue beyond the Festivity to include even more on our planet – this is our goal.

Under the next section, "Community Outreach and Green Activism," you will find detailed information and recommendations for promoting awareness, fundraising and collecting goods for your selected charity, as well as guidelines and suggestions as we continue our efforts to be as "green" as possible and fulfill our eco-friendly mission.

The Planet Connections Theatre Festivity staff will also be directly involved in community outreach. In addition to our individual community efforts and activities, we will collectively participate in events for various causes throughout the year. **We invite you to join us!** These are great opportunities for you and your cast and production team to meet other artists, as well as our staff members.

Going Green! Planet Connections **is** an Eco-friendly Theatre Festivity. Please adhere to our established recycling rules. We will also continue our green ticketing system (reusable tickets). More information regarding guidelines and recommendations can be found throughout this manual. We are very excited about the community outreach aspect of Planet Connections Theatre Festivity, which, to our knowledge, is unique to our theatre Festivity in the New York metropolitan area. Hopefully, after this year, even more arts organizations will join us – the more the merrier!

COMMUNITY OUTREACH & GREEN ACTIVISM

Planet Connections hopes to bring the community together through theatre, film, music, community activism, the exploration of green technologies and green practices and find innovative ways to help our world and each other.

Our Green/Charities Coordinator will be leading our Community Outreach and Green Activism efforts along with his/her assistants. We will be sharing their contact information in the near future.

COMMUNITY OUTREACH

Participants in Planet Connections are required to choose a charity of their choice upon acceptance into the Festivity. We are here to help guide your relationship with your charity. We will establish a direct contact and work with you to come up with the best options for both you and your charity in a mutually beneficial way.

Here is a list of requirements for promoting awareness and/or collecting donations for your charity:

- Your charity must have non-profit status.
- Your charity must have at least one salaried employee.
- At every performance, donations will be collected on behalf of your chosen charity, unless otherwise noted.
- You must report and sign off on all goods/monies collected on behalf of your charity, along with your box office report at the end of each performance.
- You must document all work or monetary donations taken on behalf of your charity. Planet Connections will nominate (for Planet Activist Award) those that do the most work on behalf of their charity.

The Planet Connections staff is devoted to community outreach and encourages all of our artists to join us by participating throughout the year. Our web site will be frequently updated or you may contact us directly if you want further information regarding these events.

Some suggestions for promoting awareness or collecting contributions on behalf of your charity:

- Hold a fundraiser in honor of your charity after one of your performances in our lounge or off-site at your desired location.
- Have a representative present at a performance with a table display in the lobby
- Volunteer your time
- Donate monetarily
- Collect and donate goods
- Host a talkback in our Festivity lounge or other off-site location
- Recruit volunteers
- Donate a portion of your box office sales
- Donate all proceeds from a specific performance

- Mention your charity in your closing speech or at the top of your show as patrons enter. Explain why it's important to you and our community.

In the unlikely event your relationship becomes too challenging with your pre-selected charity; Planet Connections reserves the right to discontinue that relationship and will help you to find another charity that suits your need

GREEN ACTIVISM

As an eco-friendly Festivity, we encourage all artists to be conscious of their effect on the environment.

We have listed some guidelines and suggestions that can be implemented on the first day of rehearsal. Throughout the festivity please adhere to the posted guidelines regarding to trash and recycling protocol in the venue.

REMEMBER THE 3 R'S -- REDUCE, REUSE, RECYCLE

What We Are Doing:

- Providing recycling bins on the premises for aluminum, glass and plastic and paper
- Using eco-friendly light bulbs in our lounge, bathrooms and other public areas, in addition to the lightings plots in each performance space
- Using recycled and recyclable paper products, cleaning with eco-friendly products
- Decreasing paper communications, promoting online and social networking communications
Green ticketing (reusable tickets), no paper confirmations required
- Recycling Festibills for multiple uses
- Promoting community building through an online forum on our web site in the Green Section where artists can communicate and share props, costumes, and ideas

What You Can Do:

- Encourage online communication via email instead of "snail mail"
- Encourage online communication for the use of audition materials, welcome packets, press packets and any other correspondence with industry.
- Promote the use of social networking, individual web sites and blogs for marketing your show
Print on recycled paper
- Print scripts double-sided
- Use soy-based inks where available

- Properly dispose of paper usage into recycling bins
- Encourage your audience to return and recycle their Festibills and your playbill at the end of each performance – a bin will be provided.

Eco-Friendly Printers

Green Earth Enterprise
 250 West 40th Street, 15th Floor
 New York, NY 10018
 646-362-3887
earthenterprise.com

Green Girl Printer
 44 West 39th Street
 New York, NY 10018
 212-575-0357
greengirlny.com

Bargainprinting.com
 38-19 24th Street
 Long Island City, NY 11101
 877-624-8110
 212-244-7506 Fax:
 212-244-1809
info@bargainprinting.com
www.bargainprinting.com

Mirror Image Media & Duplication
 249 Market Street,
 Philadelphia, PA 19106
 Telephone: 215-922-1870
sales@newmirrorimage.com
www.newmirrorimage.com

Vista Print
 Telephone: 866-614-8002
 Inquiries by phone or online submission only (no general email) Set-up an online personal account www.vistaprint.com

Transportation

- Promote the use of public transportation for performances and rehearsals
- Walk or ride your bike to performances and rehearsals
- Encourage taxicab sharing

Energy Efficiency

- Encourage promotion of energy efficient light bulbs
- Turn off lights when not in use

Props, Scenery, Costumes

Borrow props, scenery, furniture and/or costumes before creating or purchasing new ones. Please work together to share props, scenery and furniture with other productions in the festivity. You can also visit Materials for the Arts, TDF Costume Shop and Build It Green! NYC.

Waste Management

Promote the use of reusable water bottles, cups, plates, utensils etc.

Properly dispose of scenery, sets and props – donate, reuse and recycle when possible

We ask that you kindly promote awareness of these guidelines to your cast and crew.

PLANET CONNECTIONS THEATRE FESTIVITY

SCHEDULE & DEADLINES

Mandatory general meeting dates and deadlines are below. Please have at least one (1) person from your organization attend each meeting.

March 4th- REQUIRED - Producers/Artists meeting. Contracts and plan fees due, first festivity meeting with producers - REQUIRED. Flamboyant Theater at The Clemente, 107 Sufflok Street

March 20th - Conflicts due. E-mail: Managing Director Britt Lafield (planetbrittl@gmail.com)

March 15th Last day to change charity. E-mail Green Charities Coordinator information on your chosen charity. Their contact information will be given out soon.

March 15th- Promotional Materials and Completed Public Relations form must be submitted. E-mail Marketing Director Jay Michaels (jay.michaels.theatricals@gmail.com)

April 15th- Edits to the Festibill are due. Marketing team will send a proof of the Festibill before it goes to print the next day. E-mail Keith Paul Medelis at (planetkeithm@gmail.com)

May 1st- Submit mock ups for postcards, flyers, and any ad space/payment for ad space due to Marketing & PR Teams.

May 1st- Submit Tech Questionnaire to Technical Director Jenna Lazar (PlanetJennaL@gmail.com).

TBD - PCTF Charity Event- Mandatory for staff. Stay tuned for details, Artists are welcome and encouraged to join!

TBD - REQUIRED - Second Artist meeting

May 20th - Complete contact list for creative and production personnel and cast DUE. E-mail: MD Britt Lafield – planetbrittl@gmail.com

June 11th – Launch/Preview Party!

June 12th onward- Load-ins, times TBD. Begin bringing in materials and marking out storage space as assigned by TD.

June 12th- Festivity opens!!

July 9th- Festivity closes, load-out.

July 23rd- Playwrights for a Cause

August 13th- Awards Ceremony at TBD

PERFORMANCE SCHEDULE

Your show will be scheduled in one theater for approximately 1-6 performances over the four-week period. Performances will take place between 2 p.m. and 11 p.m. weekdays and between 11 a.m. and 11 p.m. on weekends. Participating productions may not be performed elsewhere in the New York area two months prior to the Festivity and one month after Festivity closing. Please submit any conflicts during the month of June/July to Managing Director Britt Lafield at planetbrittl@gmail.com. We will do our best to accommodate your schedules, however schedules will be done fairly and all shows will likely have daytime and weekday performances. Plan ahead.

TECH SCHEDULE

You will receive a tech time slot approximately 30 days after your performance schedule is confirmed. Your tech rehearsal will run twice your running time. (For example, if your show is 90 minutes, you have 3 hours of tech time). During this time, get the blocking set, run all tech elements and figure your “load-in and load-out” plan of attack to execute a smooth curtain. This is not an “acting” rehearsal. This should be a cue-to-cue and entrance/exit rehearsal. You will probably not have time to run your whole show. Additional tech time (up to 3 hours) may be available for \$25 per hour. Please submit requests to Managing Director Britt Lafield at planetbrittl@gmail.com. **Please keep in mind this extra time is not guaranteed and factors such as available time in the festivity schedule will be considered.**

CHANGEOVER

There is approximately a 30-minute turnaround time between shows. Each production gets 15 minutes before and after their show. Your setup and strike schedule must include the audience getting into and out of the theater as well. The changeover break down is:

- **10 minutes to set up (unless you set up with audience coming in)**
- **5 minutes to get audience in**
- **GO at scheduled performance time**
- **15 minutes to get audience out and strike (typically simultaneous)**

Curtain time will vary from day to day to ensure all shows receive equal prime performance times.

You must stay within your time limit - the changeover is very tight.

CHANGES IN SCHEDULE

We must alert you that there is always a slim chance that schedules and performances will need to be altered or deleted. For the most part only an act of God or venue management will force us to delete a show from the schedule (if all other requirements are met from above.)

NO. 1 FESTIVITY RULE: RESPECT

It is important to us that all of the Festivity staff members, Festivity Participants and all of the staff members of The Paradise Factory be treated with courtesy and respect at all times. Understand that infringement on this rule can result in your production being removed from the Festivity without refund. In extreme circumstances, infringement of this rule may also result in a particular member of your production being asked to not return to the building during the duration of the Festivity, which may result in you having to recast and/or rehire. Please make sure that your entire team is aware that we adhere to this rule. Artistic genius does not give anyone the right to treat others without common courtesy and respect.

WHAT PLANET CONNECTIONS WILL PROVIDE

- A Managing Director to oversee the running of the Festivity on a day-to-day basis including troubleshooting any problems that might arise.
- A Box Office Manager and at least one box office assistant for all shows.
- A Press Representative to write press releases, set up promotional materials as well as assist with the design and placement of ads for the Festivity as an entirety.
- A Marketing Representative to design, distribute and place promotional materials and advertisements to focus on furthering audience growth and retention for the Festivity as an entirety.
- A Festivity web site that will provide additional information, schedules, pictures and links to purchase tickets for all productions.
- A Festibill that will be given out as a Festivity program along with your individual program. Festibill will also be sent to press outlets. You must stuff your own program inside the Festibill prior to each show.

- A Technical Director AND Technical Managers to troubleshoot any technical and logistical problems that may occur, as well as the following specifics:
 - A fully hung and circuited light plot
 - Paperwork associated with the light plot: the instrument schedule and channel hookup
 - A daily equipment and space check
 - An on-hand staff member during all technical rehearsals and runs
 - A moderate amount of storage space.
 - Time for a technical rehearsal, equal to two times the length of your show.

- A Lighting Designer to design a general rep plot with a possibility of specials for each of the theaters.

- Tech time equal to at least two (2) times your running time (per production – this will be divided if you are part of an evening of separate pieces). This time will likely be scheduled during a **weekday before 5pm.**

- General Liability Insurance which will cover the Festivity in general. Equity Showcases require volunteer accident insurance. This is reasonably priced and we can help you with the process.

- Voters: Your production will be eligible for the festivity awards at the awards ceremony. The festivity will ensure that more than one voter attends your production.

WHAT PARTICIPATING GROUPS MUST PROVIDE

Please use this page as a checklist to make sure you don't miss anything.

- ✓ A **Representative** to attend all scheduled meetings. This representative must be your producer, stage manager or director. In fact, it would be better to have all three attend!

- ✓ A **Director** to direct your production and ensure a cohesive design vision.

- ✓ A **Lighting/sound** technician.

- ✓ A **Stage Manager** to run your show. The earlier you find a stage manager, the easier your life will be. They can be your main contact and take care of most of the rest of this list for you.

- ✓ A qualified **board operator** for light, sound and any other equipment. This may be your stage manager, but might need to be another person if your show is complex or your crew is inexperienced.

- ✓ A **50-word summary** of your production. This summary will be listed in the Festibill, online at the Planet Connections Theatre Festivity web site and with TheaterMania.com.

- ✓ **Please also submit a high resolution image for your productions, if available at that time.**
- ✓ A **TAG Line** for your show no longer than 1 sentence.
- ✓ A **Postcard** for your production (must be approved by the Festivity). The flyer/postcard must have the line: “Presented by Planet Connections Theatre Festivity” and it must contain the Planet Connections logo.
- ✓ **Technical Questionnaire**, including a detailed list of all light and sound equipment, additional media, set pieces, props and costumes being brought into and left in the space, emailed to the Technical Director, Jenna Lazar, at PlanetJennaL@gmail.com by May 1st. This is required per contractual agreement with our venues. All fabric goods (except costumes) and anything wood that is being brought into the venues needs to be fireproofed, and the paperwork must be provided to the Technical Director during your load-in. This applies whether the items are in the air or on the ground.
- ✓ A **Program** for your production. (We recommend using United Stages or using the template that will be provided with your venue information and doing cross marketing through them with other Festivity participants by advertising your show in each other’s programs.)
- ✓ A **House Manager** to run front of house during your show. They will be responsible for collecting tickets, signing off on box office reports and any on-site charitable contributions, stuffing your program inside the Festibill, among other duties. This person must wait outside in the lobby for the duration of the show to sign off on latecomers and monitor for front of house noise. It does not have to be the same person every night but it should be someone you trust as they will be representing your company. This person cannot be your Stage Manager or Floor Crew. **They may receive one comp to your show, pending availability. This comp must be requested in advance and cannot be the day they are acting as House Manager.**
- ✓ A **Contact List of EVERYONE** working on your production (actors, directors, playwright, stage managers, designers, house managers, board ops, etc.) emailed to the Managing Director, Britt Lafield at PlanetBrittL@gmail.com by June 1st. Agents, directors, producers, and industry who wish to contact an actor, director, designer, etc. will use this contact information and it will be used to alert participants about award nominations in July.
- ✓ **Production Manager** —A person with adequate technical experience to coordinate your production’s technical requirements. This person may also be your producer, director, stage manager, board operator, or actor. This person will be the single point of contact for all discussions with the technical director, including all technical meetings on the PCTF schedule. They are not required to attend every performance, but must be available for your technical rehearsal and on-call for emergencies.
 - *Producers of individual productions may provide:*
 - **Designers: Separate Light, Costume, Set and Sound**
 - **Costumes**
 - **Sound Cues**
 - **Light Cues**

- o **Projector/Projection Screen**—the Festivity will not be providing a projector or projection screens. You are encouraged to work with other productions to obtain and install the required equipment (see Projection policy below).

BASIC PERFORMANCE VENUE INFORMATION

The 2017 Festivity will take place at The Flamboyant Theater and the LaTea Theater at The Clemente, 107 Suffolk Street between Rivington and Delancy Streets on the lower East side.

The Festivity will have two (2) theaters, one (1) box office, and limited storage space.

Flamboyant Theater

Theater Address: 107 Suffolk Street, New York, NY 10002

Mailing Address: 107 Suffolk Street, New York, NY 10002

General: The ClementeSoto Velez Cultural and Education Center is a Cultural Center with 4 theaters as well as office and Gallery spaces.

The Flamboyant seats up to 74 seats.

The LaTea seats up to 74

Dimensions:

The Flamboyant Theatre

Space dimensions are forthcoming but are approximately 61' width x 67' (4087 sq ft.)

Height: To Ceiling: 12'7"
To Grid: 12'

Plans are available on their website at <http://www.theclementecenter.org/space/flamboyant-theater/>

LATEA Theater

Stage Dimensions :

Main Acting Area: 24' L x 18' W x 14' H

Apron Area: 24' L x 13' W x 11' H

Wing Area: 12' L x 14' W x 14' H

Height:

Plans are available on their website at <http://www.theclementecenter.org/space/latea-theater/>

Box Office: The Box Office is located in the lobby on the 1st Floor.

Technical Booth: Multiple power outlets, and desk space to accommodate production crew.

Dressing Rooms: Each Theater is Equiped with Two Dressing Rooms

Stages

The Flamboyant Theater Flooring: wood (not sprung), over concrete

LATEA Theater Flooring: wood (not sprung), over concrete

Flame proofing: Certificates for all materials and scenery **must** be provided before they enter the building.

Rigging:

Use of Toxic and/or Hazardous Materials

Please be advised that the use of Toxic and/or Hazardous materials, including but not limited to:

- Flammable Materials
- Spray Paints (other than acrylic or water based)
- Acetone or other solvents
- Petroleum based products
- Non-water based adhesives are forbidden in any interior space of 64E4 Cultural Center

This policy will be strictly enforced and applies to the entire renting company

STORAGE SPACE

You will be shown your storage area during the first or second meeting. Remember: there is limited space as this is a Festivity. This year our storage policy is that all items being kept in the space (with the exception of large set pieces, which will be evaluated on a case by case basis) must fit into two (2) rubber maid bins per show. You **MUST** keep your furniture and props to a bare minimum. If you need a large piece (sofa, chair, etc.), think about sharing with other groups.

All sets, props and costumes stored in the space by the other participating groups should be treated with care. Label your tubs and large pieces! Please make sure your cast and crew doesn't touch the property of the other productions. The "If you break it, you bought it" saying applies and will be enforced.

There should be no food or drink backstage or in the booth, except water, unless it is used as a consumable prop in your production. Any non-prop food or drink you bring into the venue should be either consumed in the lobby or lounge before the show or taken out with you when you leave. Any prop food or drink should

be neatly packed away with your props after each performance. If the festivity staff has to clean up spills or throw away empty coffee cups and salad bowls, your production could face fines.

RESTROOMS

There is one Communal Bathroom in the Flamboyant Theater.
There are restrooms in both of the dressing rooms in the LATEA Theater

BOX OFFICE

Planet Connections Theatre Festivity staff will be available to sell tickets and answer questions as needed at both locations.

SMOKING

There is no smoking in any building at any time. Please go outside to smoke and please do not leave your cigarette butts on the sidewalk in front of the building. Please carefully put out your cigarette and walk to the garbage can on the street corner to throw them away.

INTERNET ACCESS

There will be no wireless access available. However, this is subject to change and we will keep you posted.

CHILDREN & PETS

Children under 4 years old are not admitted into the theater. Please do not bring children under 18 years old or pets that are not on stage during a performance or part of your production team to load-in, tech or load-out.

STAGE DOOR vs. AUDIENCE ENTRANCE

More information regarding this will be provided at the artist walk-through meeting and again at your Tech.

TECHNICAL RULES & REGULATIONS

- Lighting and sound equipment that is not on the approved list provided to the TD on or before May 1st may not be used. This includes set pieces and projectors.
- Absolutely no re-patching of any kind or your production will be fined.

- Absolutely no re-circuiting of any kind or your production will be fined.
- Absolutely no refocusing of any lights, except specials. A Planet Connections Tech Team member MUST be present if you choose to refocus the specials.
- Absolutely NO FOOD IN THE BOOTH. You will be fined.
- All fabric goods (except costumes) larger than sixteen (16) square feet and anything wood that is being brought into the venues needs to be fireproofed, and the paper work must be provided to the Technical Director during your load-in. This applies whether the items are in the air or on the ground.

RESPONSIBILITIES OF THE FESTIVITY

The Festivity will provide the following:

Technical Director

The Technical Director (TD) will manage and coordinate all the relevant technical needs of the Festivity as a whole and each individual production.

Tech Managers

The Tech. Managers, along with the Technical Director, will be responsible for day-to-day oversight of the Festivity spaces. There will be a Tech. Manager (separate from the Box Office personnel) on duty at all times to offer support for the productions during every technical rehearsal and performance.

Repertory Light Design

The TD will design a repertory light plot for each space. The TD will attempt to incorporate suggestions and requests from the individual shows in the design.

Light Plot

The light plot for each space will include general area coverage and several specials. One “up/down” light cue will be provided for each space, to facilitate productions with limited lighting needs.

Storage Space

Limited storage space is available. That storage space will be assigned by Festivity management before technical rehearsals begin. Please remember that sharing common items (chairs, tables, etc.) is strongly encouraged to cut down on wasted space. Productions that do not submit their lists of incoming props and set pieces to the Technical Director Jenna Lazar at PlanetJennaL@gmail.com by the **deadline of**

May 1st may not be accommodated at the venue and may find that they have to store their items elsewhere. Please submit your lists of incoming items on time.

FESTIVITY POLICIES

Additional Equipment

Additional equipment may be brought in and installed during the Festivity's load-in period. No new equipment may be installed permanently in the space once technical rehearsals begin. All outside equipment must be approved before **May 1st** by the Technical Director (Jenna Lazar). **All fabric goods (except costumes) larger than sixteen (16) square feet and anything wood that is being brought into the venues needs to be fireproofed, and the paperwork must be provided to the Technical Director during your load-in. This applies whether the items are in the air or on the ground.** The Festivity does not assume any responsibility for equipment that has been brought in to the space by an individual production. No warrantee is made to the security or safety of any outside equipment brought into the space. Questions about the Festivity's security procedures may be brought to the Managing Director.

Projection

The Festivity does not usually provide any projection equipment, projector screens, or visual media devices. Productions are encouraged to use projectors in their shows as warranted, but responsibility for setting up projection equipment and media devices rests on the individual productions. We encourage you to work with other shows to share resources and cut down on overhead. However, this year the Festivity will have a projection screen in the Upstairs Theatre. This will be available to use for a flat fee of \$25 per production

Storage

Each production will be allotted a basic amount of storage space. We will try to work with productions to provide extra space as needed, but can make no guarantees that it will be available. Productions are strongly encouraged to share larger props with other productions, in an effort to cut down on wasted space.

Going Green

The Planet Connections Festivity is New York's eco-friendly theatre festival. Our staff is working on using state-of-the-art green technology to cut down on our environmental impact, and we hope you will help us out. Please be conscious of your resources. Small steps can help! Some suggestions: use shared or recycled items for your sets; cut down on paper usage by placing most of your playbill online; use work lighting at all times except for technical runs and performances; and much more!

Specials

The repertory light plot will contain a limited number of specials. Requests for specific specials will be entertained, but must satisfy the requirements of a repertory plot to be implemented. There may be the opportunity for several "refocus specials" that may be focused during your changeover period. These will not be restored to any specific focus at the end of any performance.

Technical Rehearsal

The technical rehearsal is one of the most critical points for your production. Each production will be allotted twice the show's running time for its tech. Please allot five minutes at the top of your tech for a mandatory safety talk with ALL company members (cast, crew, and management).

Notes and Repairs

During the run of the Festivity, minor notes and repairs will be conducted once a day during the daily light/sound check. "Minor" items include: lamp replacement, speaker "buzz", torn blacks, and other small inconveniences that will not prevent a show from carrying on. The Tech Team will troubleshoot major show-stopping emergencies immediately. Please make certain your production manager is available by phone in case such a problem arises.

Load-in

Your technical rehearsal time will serve as your main load-in. Shows with special requirements may be assigned a separate load-in time during the main Festivity load-in day (prior to all technical rehearsals). You may **NOT** bring any material into 64 East 4th Street prior to your load-in time. Any early arrivals must wait outside—we'll be operating on a tight schedule and arriving too early may create a traffic jam.

Load-out

You will be assigned a load-out time after the run of your show has come to an end. It is the production manager's responsibility to make certain the time allotted is sufficient for load-out. These load-outs may occur during gaps in the performance schedule or immediately following your final performance, so efficient time management is necessary. Please coordinate your load-out time with the Technical Director. All load-outs must be finished by **July 10th, 2016**. Failure to completely load-out may result in a fine.

Mandatory Meetings

There are two mandatory meetings for production personnel. The producer is required to attend a "meet-and-greet" with the festivity staff. The first meeting is **March 4th 2017 at the Flamboyant Theater**.

Assistance from the Festivity Staff

The staff of the Planet Connections Festivity is here to help you! However, to fairly appropriate our resources, we are unable to take on the responsibilities associated with the personnel of an individual show. For that reason, please do not expect the Festivity staff to design your lights, set your sound levels, build your set or help you load in props. We're happy to lend a hand here and there, but you must provide your own crew to realize your production's technical requirements.

Video Recordings of your Production

If you want/need to make a recording of your show, please submit a request to the Technical Director Jenna Lazar at PlanetJennaL@gmail.com with the date you plan to record and what you need (like an extension cord, for example) so we can help you as much as possible. If your production is an Equity Showcase, you *must* get permission from Equity for any recording in advance.

Pianos

The Paradise Factory does not have a piano on the premises and, due to the architecture of the building, Planet Connections is unable to provide one. Artists are encouraged to utilize pianos/keyboards as warranted, however responsibility for providing said instruments rests on the individual productions. Please consider sharing resources with other artists to cut down on overhead. Please contact Jenna Lazar at PlanetJennaL@gmail.com for additional information.

Spike Tape Policy

Each production will be assigned a color of spike tape when they receive their tech schedule. Please be sure to bring this with you to tech/performance, as the festivity will not have extra spike tape available. All spikes must be covered with black gaff at the conclusion of each performance. Someone from your production will be responsible for uncovering and recovering all spikes at each of your performances, so we suggest spikes are kept to a minimum.

Glow Tape Policy

The tech staff will set glow tape in strategic locations in common areas (backstage and around stairs). If your production will need additional tape for production-specific purposes, your team must provide it.

Each production may use up to 2 spikes marked with glow tape. If your production uses more than 2 spikes, they must be covered with all of your other spike marks after each performance. The person from your production responsible for removing and replacing black gaff over your spike marks during changeover must also be responsible for additional glow tape spikes.

Productions may purchase 6 inch strips of glow tape from the box office during their tech time.

Tape Policy

The only types of tape permitted to be directly applied to the stage, walls, and/or ceiling of the theaters are spike, glow and gaff. Use of all other tape on theatre surfaces, including, but not limited to, packing, masking, duct, scotch, electrical and painters is strictly prohibited (although it can be used as part of your set construction). If you have any questions about this policy, please speak to the Technical Director.

Prohibited Items

- No chalk
- No loose feathers
- No popcorn

- No glitter
- No packing peanuts
- No confetti or silly string
- No open flames, hazers, or smoke/fog machines of any kind

Water Policy

As we allow food and liquid props, water on stage is fine as long as it is contained in a cup or other container.

Spilling water on stage is not allowed.

Having drenched actors walk around the space is a bit different. If you want your actors to be wet, please remember that you can't dry them off once they are wet (unless they don't get their hair wet, or their hair dries fast). Please consider this before soaking your actors. Various looks ranging from "freshly showered" or "coming inside from the storm of the century" or "skinny dipping on the beach" can be accomplished in multiple ways using minimal water. Creating these looks **MUST HAPPEN IN THE DRESSING ROOM AND NOT BACKSTAGE**. In both spaces, there will be lots of electrical equipment and drapes etc. These items can't get wet. Puddles or even splashes of water are dangerous on the floor and on the stage. Remember - you break it, you bought it. Please contact Jenna Lazar if you have questions about water and your production.

FESTIVITY TICKETING AND POLICIES

TheaterMania/OvationTix will be used for all aspects of selling tickets. Tickets will be sold at the door and in advance through this designated ticketing agency. Each show will have its own link for tickets to use in your individual marketing plan. A limited number of shows may be offered the opportunity to use TDF tickets for some shows. If you are interested in this option, please contact **PlanetBoxOfficeManager@gmail.com** for more information.

GREEN TICKETING!

Please note that we will continue our "green ticketing" system, whereby recycled card-stock tickets will be used and reused for each performance during the Festivity. Any advance reservations will be indicated on list at the box office, where prepaid tickets can be picked up by audience members 30 minutes prior to performance.

As each audience member enters the theatre, she or he will give their ticket to the house manager. There will be two sets of tickets for each theatre space. Seating is general admission.

Full ticket price (\$18) will be in line with Equity rules in order for showcases to participate. Readings and one-night event prices may vary and exceptions to this rule will be outlined in the Plan section as well as in your Acceptance Packet.

Music Festival Participants – Comp tickets to all Music Fest & 1/2 off to Theatre & Film Fests
Film Festival Participants – Comp tickets to Film Fest & 1/2 off to Theatre & Music Fests
Theatre Festival Participants – Comp tickets to Theatre Fest & 1/2 off to Music & Film Fests
ALL FESTIVITY PARTICIPANTS – please see guidelines for obtaining complimentary tickets. Questions? Contact PlanetBoxOfficeManager@gmail.com

Exceptions to general pricing may include some discount tickets and Festivity passes. Press and industry will receive complimentary tickets (see details below). *Press and industry packets should be given to the box office in order to distribute as press arrive and check in for show.*

HOUSE MANAGERS & BOX OFFICE REPORTS

Every performance has a detailed box-office report, made available to you after the Festivity closes. Patron information, such as names and email addresses, may be available upon request.

You are required to have a House Manager who is responsible for the following

- Stuff your show's program inside the Festibill shell.
- Collect, count and return tickets.
- Pass out programs.
- Act as liaison between Planet Connections Staff and company/production.
- Manage late seating.
- Monitor front of house for noise. This means staying outside of the theater throughout the show.
- Sign the box office report and on-site charitable contributions receipts.
- Clear the theatre's house of programs, trash, etc. before and after every performance. Work with the Box Office staff to provide press/industry packets before every performance.

The House Manager will be responsible for counting all green tickets and returning them to the box office once the performance has started. House managers can also check box office figures for that night's show when sales have closed for the performance and the box office report has been finalized.

Your House Manager should also have authority to make any decisions concerning your show in the absence of the production's producer, should an emergency arise. We strongly recommend the House Manager be a

member of the producing team – he or she must be present at all performances to sign off on the Box Office report.

House Managers will get one complimentary ticket to your show, but it cannot be on the date they are working. House Managers may not go inside and watch your show while performing house manager duties!

COMPLIMENTARY TICKETS

Press and industry will receive complimentary tickets for Festivity shows. *Press and industry packets should be given to the box office in advance in order to distribute as press arrive and check in for show.* You are responsible for providing headshots and resumes for the press/industry packets. Your House Manager should work with the Box Office staff to make sure they have everything they need before each performance. Warn your cast to have headshots and resumes ready.

All Festivity participants will be comped into any show on an “as seats are available” basis.

All cast and crew members wishing to attend other shows should send a request to our Box Office at PlanetBoxOfficeManager@gmail.com at least 24 hours prior to the performance you wish to see with the following information: Date of show. Name of show. Name of Festivity Participant. This is not required, but is a faster way to get on the waiting list. Festivity participants still need to bring their show’s program and their photo ID. **These ticket requests will only be honored if seats are available.**

THERE WILL BE NO OTHER COMPLIMENTARY TICKETS.

A Festivity employee will be in charge of the box office for all shows. Your House Manager will be responsible for checking that everyone entering your show has a valid ticket. This includes your creative team. They need a ticket too!

All complimentary tickets for cast and crew members using their Equity comps should be sent by your Stage Manager to our Box Office at PlanetBoxOfficeManager@gmail.com at least 24 hours prior to your show. Each Equity member gets 2 comp tickets over the run of the show.

PRESS & INDUSTRY COMPLIMENTARY TICKETS POLICY & PROCEDURE

Every show is allotted a **limited number** of complimentary tickets per performance for press and industry. All comps need to be emailed to PlanetBoxOfficeManager@gmail.com at least 48 hours in advance of performance with the following subject “NAME OF SHOW: DATE OF PERFORMANCE”. The body of the

email must include the name, company, address, web site and email of the person to be comped. Only two (2) comps per person allowed. If they have more guests, they can purchase tickets.

Press and industry will receive complimentary tickets for Festivity shows if they arrive with their business cards and photo ID. Press and industry packets should be given to the box office in order to distribute as press arrive and check in for show. You are responsible for providing headshots and resumes for the press/industry packets.

Your House Manager should work with the Box Office staff to make sure they have everything they need before each performance. Warn your cast to have headshots and resumes ready. Your house manager should keep a list of all industry that have attended and they should provide that list to your cast/production team so that your cast/production team can follow up with industry after the show.

Planet Connections reserves the right to reject a complementary ticket if the criteria is not met or if the industry/press comp is not appropriate. Only legitimate industry will be comped into shows in the Festivity. Your Stage Manager will receive a contact list of any industry comps within 48 hours of each performance. This information should be passed onto your cast.

You will receive a CONFIRMATION email when your comp is confirmed. If you do not receive confirmation, please contact PlanetBoxOfficeManager@gmail.com at least 24 hours in advance to check on your reservation.

PRESS OFFICE MATERIALS

SEND TO: PR Rep, Jay Michaels at jay.michaels.theatricals@gmail.com .

ALL THIS INFORMATION IS CRUCIAL FOR BOTH OUR PRESS DIRECTOR AND YOUR OWN PRESS PERSON SHOULD YOU CHOOSE TO HAVE ONE.

Please note: Jay Michaels can also do individualized press as well as production consultation for your production. Please contact him for rates and details at the above email. A list of other press reps is available upon request.

** Please make sure to include this completed form with the materials sent to our PR Director by

March 15th **Italics indicate sections that should be filled out by PCTF artists

Company Name:

Show Title:

Press Contact Name/Phone:

Company Address:

Email Address:

Best interview candidate:

As of Feb 15 2017

Minority Interest?:

Social Cause(s):

Company members from the suburbs? If so, which?

A clear and easy to understand synopsis of your production. This should be understood by non-theatre related individuals.

IMPORTANT

Please enclose photos with this form.

High-quality photos are just as important as what is happening on stage. Please hire a professional photographer to ensure great photos.

The photos should have 2-3 people in them, positioned in an “active” scene (fake closer together), on set during a production and/or staged/set-up photos (it is best to have both promotion and production photos).

Please send/upload THREE pictures in jpg/jpeg format, 300 dpi at least 8x10.

Caption as follows: Title your photo the name of your show and a #. Caption with the name of the actors (left to right), their character’s name(s), starring in the Name of your Production. Name of the Photographer.

Press Clippings

Please send quotes from your best reviews--include date, author and publication. Please also include any features. These can be from past productions by the same company/playwright/performer.

Interesting story angles

Please let our PR Director know if you think there are additional things about your show, cast or crew that would be of interest to the press. You know your show better than anyone else. Think about its selling points – What is the genre? How is it different from other shows? Who is the audience? What kind of individual is most likely to want to see your show?

Is your show suitable for children?

We would love to highlight some family-friendly offerings if you’ve got one.

Bios/photo of any significant company members

Does anyone associated with the production (cast or crew) have major Broadway/theater, film, and/or TV credits or any other unique professional credit that stands out? Let us know!

Is there anything else we should know about your show?

Your Press Release MUST BE APPROVED BY OUR PR DIRECTOR before being distributed to the media!

As of Feb 15 2017

Please see below for sample and for Planet Connections Theatre Festivity wording:

You should include all relevant show information as well as the contact name and number of your press representative. Plus any newsworthy information, i.e., New York or world premiere, etc., cast and production staff.

Sample press release:

FOR IMMEDIATE RELEASE

Press Contact: (Your Press Contact Name Here) at (Your Press Contact Number/Email Here)

(Your Company Here) Presents
(YOUR SHOW TITLE HERE)
at the Planet Connections Theatre Festivity
June 13th – July 10th / The Paradise Factory
Tickets \$18 (for tickets visit www.planetconnections.org)

This summer, PRODUCTION COMPANY is pleased to present TITLE OF SHOW, directed by Name of Director, as part of the 8th Annual Planet Connections Theatre Festivity. The Festivity will take place June 13 through July 10th at the Paradise Factory.

Synopsis/Plot—what will intrigue audiences? Make sure it is descriptive and thought-provoking, no more than 4-5 sentences.

TITLE OF SHOW will star Name of Actor (Credit) as Character, and will co-star stars Name of Actor (Credit) as Character...etc...

TITLE OF SHOW will feature scenic design by Name of Designer, costume design by Name of Designer, and lighting design by Name of Designer.

TITLE OF SHOW plays the following schedule as part of the Planet Connections Theatre Festivity: Dates and Times

BIOGRAPHIES

NAME OF PLAYWRIGHT (Playwright)

NAME OF DIRECTOR (Director)

COMPANY BIO

PCTF BOILER PLATE (MUST BE IN ALL PRESS MATERIALS)

The Planet Connections Theatre Festivity is New York's premiere eco-friendly/socially conscious not-for-profit arts festival. Fostering a diverse cross-section of performances and events, the Planet Connections Theatre Festivity seeks to inspire artists and audiences both creatively and fundamentally, in a festive atmosphere forming a community of like-minded artists. At the heart of the Festivity are like-minded individuals striving to create professional, meaningful theatre, music and film, while supporting organizations which give back to the community at large.

PLEASE NOTE: All publicity materials submitted will become the property of Planet Connections Theatre Festivity and will be used at our discretion. We cannot assume responsibility for materials submitted and no attempt will be made to return these materials. If your production is an Equity Showcase, you must also follow all showcase code rules. See the document library at www.actorsequity.org for more information.

MARKETING YOUR SHOW

FESTIVITY WEBSITE

Planet Connections Theatre Festivity will list all individual shows, performance schedules, special events and general information on its web site, www.planetconnections.org. This information will also be used for TheaterMania.com listings and online ticketing services.

For this, each production is required to submit a brief show description. There is a 50word maximum limit for this textual description. This does not include producing company, title, playwright, director, charitable organization/cause, cast and crew credits (as space permits), show dates or show times.

Each production is required to submit representative artwork (graphic or photo) for their production. This image should be in JPEG or GIF format.

TEXT & IMAGE DEADLINE: MARCH 15th, 2017.

Word Limit- 50

Image Specifications: PDF format, 300 dpi or higher

Delivery Method: E-mail materials Marketing

ALL REQUESTS FOR WEBPAGE EDITS should be made online at

As of Feb 15 2017

<http://planetconnections.org/feedback/> We cannot guarantee the fulfillment of requests not made through this form. Please allow 72 hours for changes to appear on our site.

GETTING PHOTOS OF YOUR PRODUCTION ON OUR WEB SITE

If you would like to have a photo of your production on our web site, please email it, in PDF format to Marketing Team.

In order to be considered for advertisement on our web site photos must:

Be in focus

Be of your actors, in costume, under stage lights (The photos can be staged in a different theater, prior to your opening)

Match the quality level of the other photos currently on our web site. Include a caption listing the actors, their roles and the production.

The photos CANNOT be:

Photos of someone using drugs or alcohol
Photos of an image you are using for your post card
Have your title embedded in them.

There is no deadline for submitting photos. Indeed, some productions don't submit their photos until after their tech. However, we give priority to whoever submits their photos first. We also seek to have diversity in images. So, even though you might follow all the rules above – it does not necessarily mean your photo will be selected.

TIP: Send several different images for us to choose from.

NOTE: Whether you send us a photo or not, an image from your production will appear in the slide show at our awards ceremony. If you do not send us a quality photo of your production, we will select an image of our own choice for the awards ceremony slide show. The 2015 slide show is currently running on our website. Think about your photo in comparison to those photos. Is it the same quality level and will it attract future collaborators and audience members to you and your production?

Advertisement Space Available!

Ad space is available for purchase with Planet Connections. You can advertise for your show or other things like your yoga study, classes you teach, you theater company – whatever!

Get your product or service acknowledged by thousands of potential customers. Project your message throughout the theater community. Buy an Ad space with Planet Connections!

Methods of Exposure:

- *Festival calendar:* All logos will appear in the Festival calendar, which is handed to various stores and vendors throughout the festival to promote the sponsors that have made this festival possible.
- *PlanetConnections.org:* Your company will be advertised on Planet Connections Theatre Festivity's highly visible, highly targeted website.
- *Festibill:* A Festivity program that will also be handed out to each and every attendee and each benefactor of the Festival (i.e, charities such as To Write Love On Her Arms). Not only will the Festibill be given out during the Festivity, but it will also be used as a marketing tool. Your advertisements will be seen by a vast amount of consumers.
- *Possible Street Banners:* Your ads will once again be displayed. This time, they're on lampposts throughout the city. Reinforce and expand your target market within your community! *We will announce if banners are back this year.

The most common advertisement bought by benefactors is through the Festibill. Pricing is broken down into the following sizes:

- 1/2 page - \$100
- Full page - \$200

Send in your advertisements today!

DEADLINE TO RESERVE SPACE is May 1st

Please Email your ad space request to Marketing email (see last page for contact emails).

As of Feb 15 2017

DEADLINE FOR MATERIALS & PAYMENT is May 1st

Image & Text specs: PDF format, 300 dpi or higher

Please E-mail your materials to PR & Marketing

Be a part of the magic! Support your business and let your voice be heard at the Planet Connections Theater Festivity!

THE FESTIBILL

The Festivity will provide a “Festibill” which will have information on and a graphic for each production. The Festibill acts as an advertisement booklet for the entire Festivity and as a shell for your program, which will be handed out to each audience member. You must publicize your own show through social media, email blasts, mailers, handbills, postcards or posters. The more you promote your show, the larger your potential audience.

Each production is required to submit a brief show description. There is a 50-word maximum limit for this textual description. This does not include producing company, title, playwright, director, charitable organization/cause, show dates or show times.

Each production is required to submit representative artwork (graphic or photo) for their production.

This image should be in JPEG format at no lower than 300 dpi resolution.

TEXT & IMAGE DEADLINE: April 30th.

Word Limit: 50.

Image Specifications: PDF format, 300 dpi or higher Delivery: email to Marketing departemt

FESTIBILL ADS

The Festibill is a Festivity program that will be given out to each and every attendee. Not only will the Festibill be given out during the Festivity, but it will also be used as a marketing tool. Literally thousands of potential consumers will see your advertisement!

The Festibill is produced as a booklet (folded 8 1/2 x 11 page). Advertisement pricing breakdown below (sample sizes on the next page):

1/2 page- \$100

Full page - \$200

There will also be one-line ads for \$25 in a separate section of the Festibill.

DEADLINE TO RESERVE SPACE: April 30th

Delivery Method: Email

DEADLINE FOR MATERIALS & PAYMENT: April 30th

Image & Text specs: JPEG format, 300 dpi or higher

Delivery Method: Email materials

INDIVIDUAL SHOW POSTCARDS & PROMOTIONAL MATERIALS

Your postcard, poster, or any marketing materials must be approved by Planet Connections. To do so, please email them to our Marketing Director before you go to the printer.

Your postcard/poster MUST have the following on it:

- Planet Connections Logo (Keith Paul Medelis at planetkeithpaulm@gmail.com if you don't have it) and the correct Title of your Show
- The correct performance location of the theaters
- The correct web site/phone number for ticket purchases
- The correct price of tickets
- The correct date/times of your performances

The Marketing Director will proofread your postcard to make sure that the above is correct and accurate. The Marketing Director will then email you to let you know that your postcard is approved. Once your postcard/poster is approved, you may order and/or print them.

DEADLINE FOR PROMO MATERIALS: March 15th, 2017

Delivery Method: Email materials to Keith directly at keithpaulm@gmail.com

Please allow two to three days for a response. Plan ahead!

If you want or need advice on postcard/poster printing companies, feel free to contact Keith.

If your production is an Equity Showcase, you must also follow all showcase code rules. See the document library at www.actorsequity.org for more information.

OUT-OF-AREA PARTICIPANTS

Out-of-area participants, like locals, are responsible for all aspects of production and publicity for their show, as well as travel expenses and accommodations. Planet Connections Theatre Festivity will do all it can to provide lists of hotels and rentals. Please contact Laura Mae Baker with questions.

INTERNATIONAL PRODUCTIONS

The Festivity producers are very aware of the excitement and difficulties in producing a show in another country or region. If you are from another region or country, we will steer you in the right direction for reasonable accommodations and local travel information. We can accommodate your scheduling conflicts and work around them. Please Britt Lafield with questions.

STAGED READINGS

Readings will be performed as matinees during the week. This can be a great slot to attract industry. A flat fee is charged for each reading. If your production runs over 90 minutes, special consideration will have to be taken and the fee will double. No productions over two hours will be accepted. Please contact Producing Artistic Director, Brock Hill with any questions at PlanetBrockH@gmail.com

Due to rules supplied by Actor's Equity, equity staged readings are unable to participate in any form of donation or solicitation, monetary or otherwise, for a charity. Instead, you should refer to the other options listed under the guidelines and suggestions supplied in order to honor your charity.

Please contact our Associate Director: Green/Charities Liaison with questions regarding community outreach and charitable causes.

AEA SHOWCASES

You are considered the producer of your piece as you are supplying most of the needs of your production. Therefore, if you decide to cast Equity actors and/or stage managers for your production, you are required to

file the necessary paperwork with Actors' Equity Association and a budget must be submitted (listing all your direct expenses).

Under the showcase code, Actors' Equity Association (AEA) permits union members to perform provided the producer agrees to certain restrictions. We will do nothing to violate these restrictions, but individual producers must make their own arrangements with AEA to produce under the showcase code. See the document library at www.actorsequity.org for more information.

Planet Connections Theatre Festivity does offer the required liability insurance for an AEA Basic Showcase. However, AEA Showcases are required to purchase additional volunteer accident insurance, which covers AEA members' risk of accident during auditions, rehearsals and performances.

CIMA (www.cimaworld.com) is a company that we have used in the past and is reasonably priced.

Please see your Equity Showcase handbook for more information on this.

CASTING SERVICES & FILLING TECHNICAL/DESIGN POSITIONS

FREE ADS

We have access to very good list serve with more than 2,000 independent theatre artists looking for projects! This includes actors, designers, stage managers, board operators and more. We can send out requests for directors, stage managers, designers, actors, etc. to this listserv.

This year we are honored to have **Robin Carus** (she has been casting for over 17 years and was Head of Casting for TheatreworksUSA for nine years) as the official casting director for the festival. She can be reached at robincaruscasting@gmail.com

We also can help you with this. Placing an ad with us via the Internet is free. But your ad must include the following: Start and end date of project, union/non-union, pay/no-pay, description of project, description of position, contact person and contact info.

Below is an example of a PERFECT ad. You can use this as a model. Simply email your ad to Brock Hill at PlanetBrockH@gmail.com and it will reach thousands in as little as three days.

Example Ad

AEA/Non-AEA Actors for *Figaro/Figaro* performing at Planet Connections Theatre

Festivity this June Category: Performer

As of Feb 15 2017

Description: FHB Theatre Company (Sally Smith, Artistic Director) will be holding auditions for *Figaro/Figaro*, adaptation by Jennifer Bailey, based on the original works *The Marriage of Figaro* by Pierre Beaumarchais and *Figaro Gets a Divorce* by Odon Van Horvath. Directed by Lisa Jones.

All roles are available. Please submit head shots/resumes via email ONLY to auditions@revtheatre.com
Auditions are by appointment only. The play spans seven (7) years, so all actors must have a flexible look, especially principals.

Figaro: Mid 20s-mid 30s. Count's valet & later owner of a barber shop. Both comic servant of stereotype & vulnerable, fallible man. Role requires exquisite comic timing as well as dramatic realism

Susanna: Late Teens-Mid 20s. The Countess' maid. Bubbly & headstrong. Just as clever (if not more so) than husband Figaro. Young woman who lights up every room she walks into.

Count Almaviva: Late 20s-early 40s. Dashing, charming & handsome. Confident early on then slowly evolves to a broken man who retains an air of his aristocracy. Blue blood through & through.

Job Start Date 6/15/2017

Job End Date 7/12/2017

Union Information: AEA

Showcase Salary: Stipend

Company: Revolutionary Theatre Company

Contact: Sally Smith – auditions@revtheatre.com

PERSONAL RECOMMENDATIONS

We can also provide recommendations for specific positions, if you prefer this to advertising. Simply email Brock Hill at PlanetBrockH@gmail.com with an appropriate description of the type of person you are looking for. Please tell us about your show and use three adjectives to describe the actor, designer, stage-manager, etc. that you are looking for. See example below.

Example Recommendations Request:

Hey Brock,

We're seeking a costume designer for our production of *Babes in Toyland*. This is a children's production and we have two children in our cast so the designer should be good with kids. Designer should have a "fantastical" aesthetic appropriate for Children's Theatre. We can't pay a lot (\$200 stipend), so we are willing to take designers right out of school who are looking for resume credits/experience. So, to sum up, our designer would be kid-friendly, fantastical aesthetic and cheap! Please email me the contact info

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for any designers that I could follow up with specifically. We don't want to post to the listserv. We just want specific kid-friendly designer recommendations.

-Cheryl (director of *Babes in Toyland*)

SOCIAL MEDIA

Facebook, Twitter, Instagram, – we have it all.

TWITTER

Follow Planet Connections Festivity on twitter & tweet to us! Our account is @PCTFNYC – Hash tag us with #PlanetFest or #PCTFNYC and get people talking. Questions?

FACEBOOK

As a Planet Connections participant, you can become a member of our Facebook Group as well as our Fan Page. You can post to either of our Facebook groups at any point and advertise for your position(s) to our community at large. If you need help finding our Facebook Fan or Group pages, please email **[Brock at planetbrockh@gmail.com](mailto:Brock@planetbrockh@gmail.com)**

FESTIVITY PRODUCTION PLANS:

- Plan A: \$250 entrance fee charged. There are no additional fees. Your production will receive a 30/70 split (30% to you, 70% to Planet Connections) of the door after the first 100 tickets sold (for the entire run of your production and based on a three to six-performance schedule).
- Plan B: \$450 entrance fee charged. There are no additional fees. Your production will receive a 40/60 split (40% to you, 60% to Planet Connections) of the door after the first 80 tickets sold (for the entire run of your production and based on a three to six-performance schedule).
- Plan C: \$600 participation fee. There are no additional fees. Your production will receive a 50/50 split of the door after the first 60 tickets sold (for the entire run of your production and based on a three to six-performance schedule).
- Plan D: \$1200 participation fee. There are no additional fees. Your production will receive a 90/10 split (90% to you, 10% to Planet Connections) of the door after the first 100 tickets sold (for the entire run of your production and based on a three to six-performance schedule).
- Plan E: No application fee. Your production will receive \$3 per ticket after the first 60 tickets sold (based upon a six-performance schedule). Only one or two of these productions will be allowed during the Festivity. Good for productions on very limited budgets.
- Plan F: Staged Readings. Readings will be performed during matinees during the week. This can be a great slot to attract Industry. A flat fee of \$150 is charged. The audience is not charged (or you may use it as a fundraising event for your company). If your production runs over 90 minutes, special consideration will have to be taken and the fee will be \$300. No productions over two hours will be accepted.
- Plan G: One-acts or shorter productions (under 45 minutes) must be teamed up with another production. This plan will follow Plan A above but all costs and remunerations will be divided between all participants. A single production company or producer can choose an evening of one-acts or shorter works all by the same company. In that case, your company could choose any one of the above plans for your slot.
- Plan H: One-night-only events. \$200 participation fee. The door will be split 40/60 (40% to you, 60% to Planet Connections) after the first 20 tickets sold. Note: Productions that extend beyond one hour and 30 minutes in length will have to be given special consideration. These events can encompass anything from variety shows to puppet theatre to solo shows and other single-night productions.

FESTIVITY BENEFITS

RESOURCES FOR FREE MATERIALS

Planet Connections is fiscally sponsored by Fractured Atlas. We are also developing an online Forum for our community of artists to share, re-use and recycle set, prop and costume stock with each other! Keep an eye out for more details coming soon.

COMPLIMENTARY TICKETS

All Theatre Festival participants will be comped into any show on an “as seats are available” basis. All cast and crew members wishing to attend other shows should be send a request to our Box Office at PlanetBoxOfficeManager@gmail.com at least 24 hours prior to the performance you wish to see with the following information: *Date of show. Name of show. Name of Festivity Participant.* This is not required, but is a faster way to get on the waiting list. **These requests will only be honored if seats are available.**

Please alert your entire cast and production team to this benefit. In order to be comped, they must arrive with a program of a production in our Festivity that has their name in it AND with a photo ID. We encourage you to go see each other’s shows and to introduce yourselves to each other.

FRIENDLY AND ACCESSIBLE FESTIVITY

STAFF

Who doesn’t want to work with a dedicated and easily contacted staff that will get back to you within 72 hours?

Discounted Rehearsal Space

Shetler Studios: PCTF participants receive 40% off when they book in advance and reserve space with the title of their show. If participants book up to 48 hours in advance Monday Friday they get the 12th floor studios for \$12. For multiple rehearsals email Shetler directly at sales@shetlerstudios.com.

Paul Michael's The Network: PCTF participants get 25% off the peak or off-peak rate of whatever studio they are renting. The discount cannot be combined with the studio's walk-in rates or any other discounts. Participants just have to mention the festival when reserving space to activate the discount.

2017 Special Events

(All Dates and Times are Subject to Change)

Tickets can be purchased on our website through OvationTix.

Visit www.planetconnections.org and click "Buy Tickets" and select which event you'd like to purchase tickets for.

Opening Night Party

Tentatively set for Sunday June 11th/Location TBD

A chance to network, perform and meet your fellow artists!

Playwrights For a Cause

July 23rd/Time Subject Matter TBD

All proceeds from ticket sales for Playwrights for a Cause will benefit a charity of the playwrights choosing, usually a non-profit organization. The performances will be followed by a talkback with all playwrights.

PCTF Music Fest

June/July (exact dates TBA)

Planet Connections Music Fest is back! This season Candice Fortin is once again at the helm! The Music Fest is looking to feature 20-25 bands of all genres to perform in multiple downtown NYC venues, including Rockwood punk to hip-hop, metal to folk music. The festival will be charity-driven with a portion of the proceeds going to a select charity of the curator's choosing.

General public ticket prices TBA. Tickets are free to Music Fest participants. Theatre & Film fest participants get half (1/2) off Music Festival ticket.

(Please visit www.planetconnections.org/music-fest for information regarding application. Any interested musicians must submit application materials no later than **April 1st**. Please send all materials to the Music Fest curator, Candice Fortin at PlanetCandiceF@gmail.com)

PCTF Film Fest

June/July (exact dates TBA)

The Planet Connections Film Festival is part of the Festivity's design to invoke the power of art in motivating philanthropy, community outreach, and social change with like-minded artists. The Planet Connections Film Festival awards honors according to audience and staff voting in each of our categories, including Short narrative film and Short Documentary Film.

All interested artists should visit www.planetconections.org/films/ for information on how to submit, rules & terms, and applicable deadlines. Please contact Film Fest Coordinator Marco Shalma at PlanetMarcoShalma@gmail.com for further inquiries/information related to the PCTF Film Fest.

PCTF Awards Ceremony **August 13th/ Location TBA**

Celebrate the winners of our Festivity's finest! Our main awards will highlight the individual or group who goes above and beyond the call of duty creating an eco-friendly production and/or raising awareness for an organization. This event sells out almost overnight. If you definitely want to attend, get tickets immediately when they go on sale. Contact Special Events Coordinator for more details.

Here are some of the categories that have been included in past ceremonies. Categories will be adjusted to accommodate this year's production variables.

- Planet Green Award (the team who goes above and beyond the call of duty to create an ecofriendly production)
- Planet Activist Award (the team who goes above and beyond the call of duty working with a charitable institution)
- Congeniality Award
- Outstanding Production of a new Play (previously unpublished script)
- Outstanding Production of a Musical or Musical Event (Variety shows included)
- Outstanding Production of a Short Play, One- Act, or Monologue
- Outstanding Production of a Solo Show
- Outstanding Production of a Revival or Adaptation (previously published script)
- Outstanding Production of a Reading Outstanding Playwriting for a New Script of a Play Or Book of a Musical
- Outstanding Music & Lyrics of a Full Length Production
- Outstanding Direction of a Full Length Production
- Outstanding Costume Design of a Full Length Production
- Outstanding Sound Design of a Full Length Production
- Outstanding Scenic Design of a Full Length Production
- Outstanding Lighting Design of a Full Length Production
- Outstanding Actor in a Full Length Production

- Outstanding Actress in a Full Length Production
- Outstanding Supporting Actor in a Full Length Production
- Outstanding Supporting Actress in a Full Length Production
- Outstanding Actor in a Featured or Cameo Role in a Full Length Production
- Outstanding Actress in a Featured or Cameo Role in a Full Length Production
- Outstanding Actor in a One-Act Production
- Outstanding Actress in a One-Act Production
- Outstanding Performance in a Solo Show
- Outstanding Ensemble in a Play or Musical (Cast of three or more)
- Outstanding Choreography (Fight or Dance)
- Outstanding Postcard and/or Flyer Outstanding Program

Awards Show Voting Process

ANY STAFF MEMBER OF THE FESTIVITY CAN VOTE. This includes box office staff, managers and assistants. Interns do not vote. One person does not decide the winners.

It is a completely democratic process and every staff members vote counts.

- Votes are ranked by how many productions a staffer has seen
- Staff members may not vote on a show if they participated it in and must abstain from that category (IE: If a staffer is an actor in a musical, they may not vote in the musical category)
- Shows are allotted points based on ranking
- The nominees are announced after the festivity (usually within 2 weeks afterwards) via email to the MAIN contact person as listed to the Managing Director
- The MAIN CONTACT person is responsible for alerting the crew and cast of a show about nominations
- Nominated shows should send a representative to the awards show in August as awards are not given out after the event.

The list of nominees will be emailed to the voters after they are tallied. Voters will select from that list. Awards may end in a tie. This happens with the number of points a nominees are less than 1% apart.

The winners will be announced at our Awards Ceremony in August. Even if your production doesn't get nominated, we do hope you'll attend the final party and celebrate the work of your fellow artists in this great community!

As of Feb 15 2017

2017 PLANET CONNECTIONS THEATRE FESTIVITY STAFF

Staff members are directly available for contact by you and/or your production company. For questions or for more information about the 2016 Planet Connections Theatre Festivity, please contact us at any of the following emails:

EXECUTIVE MANAGEMENT TEAM

Britt Lafield – Managing Director - PlanetBrittL@gmail.com
Earline Stephens – Assistant Managing Director – planetconnectearline@gmail.com
Mary Greene – Intern/Apprentice Coordinator – planetmaryg@gmail.com

TECHNICAL STAFF & VENUE MANAGEMENT TEAM

Jenna Lazar – Technical Director – PlanetJennaL@gmail.com
Lauren Arneson – Senior Assistant Technical Director – PlanetLaurenA@gmail.com
Mary Greene – 2nd Assistant Technical Director - PlanetMaryG@gmail.com

PUBLICITY & MARKETING TEAM

Jay Michaels- Marketing Director- jay.michaels.theatricals@gmail.com
Bunch of People Press & PR – PR Firm – Judd Hollander (bnchpeop@aol.com) & Cynthia Leathers
Robin Carus – Casting Director for Festival and Playwrights for a Cause robincaruscasting@gmail.com
Michael Rehse- Website Manager PlanetRehse@gmail.com
Robert Tarushka - Marketing Assistant for Printed Materials (Festibill) robert.tarushka@gmail.com

SPECIAL EVENTS & FESTIVITY LOUNGE TEAM

COMMUNITY OUTREACH & GREEN ACTIVISM TEAM

ARTISTIC TEAM

Brock H Hill – Producing Artistic Director – PlanetBrockH@gmail.com
Vinnie Eden Ortega- Assisting Producing Artistic Director- PlanetVinnieEden@gmail.com

MUSIC FESTIVAL

FILM FESTIVAL

[HELPFUL NON-PCTF STAFF E-MAILS](#)

Contact our Box Office at PlanetBoxOfficeManager@gmail.com
Contact our Script Submission team at PlanetScripts@gmail.com