

# ARTOUR

Welcome to the Queensland Touring Service's 2010 Touring Menu.

## How does the process work?

- Interested presenters have until **Friday 12 February, 2010** to submit the expressions of interest form. The form can be forwarded by email, fax, post or hand delivered.
- There is no limit to the number of products a presenter can indicate an interest in.
- The subsidised performance fee range is a guide only. It is based on the weekly fee plus a percentage of any remount costs. In the calculation of the fee, the range has taken in to consideration venue capacity and community size. The size of the touring party and length of the tour also has an impact on the fee charged. (note - lengthy tours could see a reduction in the fee.)
- The Queensland Touring Services will evaluate the expressions of interest to determine which product will be subsidised to tour.
- Although demand is a key factor, tourability, feasibility and cost effectiveness will be major factors in the evaluation process.
- Once the products to tour have been determined, interested presenters will be contacted with a proposed date and a more accurate fee. The fee will be based on:
  - the number of presenters in the tour
  - the number of weekly performances and
  - the number of weeks "on the road".

Any major changes resulting from presenters withdrawing their interest, will affect the fee. Presenters will be given the opportunity to consider the proposal

- When presenters have agreed to the fee and date, the itinerary will be finalised and presenters will be asked to sign a letter of confirmation. This is a formal commitment to present the show.

## What are the presenter's obligations?

- Booking and hiring the performance venue
- To ensure the performance venue meets the specifications and requirements listed
- Coordination of any workshops, including venue hire
- Setting up the performance venue as required. This will include:
  - any pre-rigging (if it is a requirement of the tour)
  - setting up the seating
  - ensuring the dressing rooms are clean and equipped
  - assisting with bump in and bump out (if it is a requirement of the tour)
  - providing venue staff (front of house, ticket sellers, ushers etc)
  - providing any food and beverage service and staff
- Organising and managing the ticket sales. Presenters receive 100% of the ticket sales.
- Promotion of the performance

- Payment of:-
  - the performance fee
  - any workshop fees
  - any Royalties and APRA
- Meeting the touring party when they arrive in your community
- Completing the acquittal form and returning it by the required date

**What will the Touring Service provide?**

- The delivery of a quality, professional production
- The organisation and payment of the cast and crew's wages, accommodation, travel and allowances
- The organisation and payment of all costs associated with production and technical requirements of the show
- The design and distribution of all marketing and promotional materials

**Is there an opportunity to host a show that has not been selected to receive subsidy and to tour?**

Yes. All product listed on the touring menu has been endorsed by the Arts Funding Touring Committee for its quality and professionalism. Communities and organisations interested in hosting a production that has not received a subsidy to tour have the opportunity to negotiate personally with the producer for a "one off" performance. The contact details for the artist are included on each page of the touring menu.

Note:- the performance fee range quoted in the touring menu is for subsidised touring only and will not be the actual fee charged by the company or artist.

**Who can I contact if I have any questions regarding the touring menu?**

Email :- [info@artour.com.au](mailto:info@artour.com.au) or [cheryl.jorgensen@arts.qld.gov.au](mailto:cheryl.jorgensen@arts.qld.gov.au)

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