

## APPLICATION PROCESS TIMELINES

- Artist Applications Open – **15<sup>th</sup> October 2016**
- Artist Applications Close – **15<sup>th</sup> January 2017**
- Selections Made – **February 2017**
- Email Notification – **First week of March 2017**
- Artist Contracts, Stage Plan form, Discount Partner/Children Tickets Form & Accommodation Requirements Form – sent to successful applicants in the **last week of March 2017**
- Artists to return signed Contract, Stage Plan, Discount Partner/Children Tickets Form & Accommodation Requirements Form & copy of current insurance cover – **15<sup>th</sup> April 2017**
- Artist Performance schedules emailed – **Early May 2017**
- Accommodation details (if applicable) sent out – **Mid May 2017**

## PROMOTIONAL MATERIAL

It is important to supply current support material with your application as part of the selection process and also for marketing and promotional use – this includes a quality CD recording, quality photo and biography material. Artists new to the Festival MUST provide a CD recording to be considered. Please also provide a Facebook page or promotional website if available.

## SELECTION PROCESS

The Festival programs artists from Traditional, Contemporary or Australian Celtic genres and we are aiming for a balance of content across the Celtic Nations.

We look for originality, diversity within the program, audience appeal, tradition, versatility, flexibility to perform in a variety of spaces/stages and affordability. We are also looking for special presentations or skills on offer eg. – theme concerts, workshops, hosting concerts.

## ARTIST CONTRACTS

Successful artist applicants will be sent a contract to confirm their involvement in the Festival and the agreed fee. In some cases the fee may remain negotiable until the Artist Schedule is finalised and confirmed (mainly applies to performers engaged for just one performance or one day).

## TICKETS - DISCOUNT PARTNER / CHILDREN'S TICKETS

Festival Tickets will be issued to successful applicants and discounted tickets will only be available for partners (one adult ticket only) and children who are registered on the Partner/Children Discount Tickets Form prior to the Festival, these will be available at the Artist Check-In at the Festival.

## ACCOMMODATION

It is a very difficult task to accommodate a large number of people in Portarlington. **Please make your own arrangements where possible**, large groups are encouraged to arrange their own rental property for the weekend if you want to stay together. The Festival predominately accommodates interstate and international artists in town. Billets with Portarlington residents host all other artists (if this does not suit you please make your own arrangements). An Accommodation Requirements form will be sent to you to complete. Accommodation is available from Friday to Monday morning only.

[www.abbeyrealestate.com.au](http://www.abbeyrealestate.com.au) [www.realestate.com.au/Portarlington](http://www.realestate.com.au/Portarlington) [www.stockdaleleggo.com.au/drysdale](http://www.stockdaleleggo.com.au/drysdale)

## STAGE PLANS

The Stage Plan form will be sent out with Artist Contracts and MUST be completed and returned to assist our Production crew with your staging requirements and set-ups.

## INSURANCE

The National Celtic Festival requires that each artist or member of a performance group have **Public Liability Insurance**. You must be able to verify this by sending a current copy of your insurance cover. If you need insurance cover, we recommend Folk Alliance Australia ([www.folkalliance.org.au](http://www.folkalliance.org.au)).

## **PERFORMANCE SCHEDULES**

Artists are usually booked on the basis that they will be available to perform approximately **3 to 5 times throughout the whole weekend** (Friday evening through to Monday afternoon) while some acts may be engaged for just one performance or one day. **Artists who perform with more than one band** must clearly indicate this on their application to avoid programming conflicts. When the Festival timetable is finalised, artists will be notified of their schedules with day, time, venue & any relevant program notes (subject to change).

## **TRANSPORT**

Airport transfers from Avalon Airport (closest to Portarlington) can be organised with the Festival and is available from Thursday until Monday. It is the artist's responsibility to arrange transport airport transfers outside of these days. Transfers from Tullamarine Airport are not available (Contact Gull Airport Services to arrange transfers to Geelong ph. (03)5222 4966, [www.gull.com.au](http://www.gull.com.au) ) Transfers from Gull Airport Services Terminal and Geelong Train Station to /from Portarlington can be arranged with Festival. Separate arrangements for International Artists can be arranged with Festival Director.

## **ARTIST CDs & MERCHANDISE**

The Festival can sell artist CDs (and tee-shirts or other merchandise) through the Festival Merchandise area in the Ticket Office. The artist signs in the number of CDs on arrival and a flat rate of \$5 on top of the Net cost is added to each item and retained by the NCF to cover costs. At end of Festival, artists sign out sales total and collect leftover merchandise. While due care will be taken by NCF on behalf of artist merchandise, NCF does not accept responsibility for loss or damage.

## **INSTRUMENT LOCK-UP**

The National Celtic Festival is not able to provide an instrument lock-up facility – artists are responsible for the security and storage of their instruments.

## **PRODUCTION / SOUND CHECKS / SOUND LEVELS**

The Festival aims to provide excellent quality sound and production and is always developing this area to ensure a high standard. There are limits to the backline that can be provided. Please note that it is not possible to provide time for an extensive Sound Check while a line check is possible. Our crews are very experienced and helpful.

## **VENUES**

There are several types of venues operating over the Festival weekend from large marquees to small intimate venues. The **Celtic Club** is the largest and liveliest marquee with Guinness on tap and a great dance floor. **Parks Hall** is the seated concert venue; the **Wine Bar** is a relaxing concert marquee, while the **Village Stage** marquee is free to the general public during the day and open to ticket holders only at night. **St Johns Church** is a more intimate acoustic venue while **The Club Room** is used for concerts and to host conference sessions. Other smaller venues include **St Andrew's Hall, St. Andrew's Church, St. Patrick's Hall, Bendigo Bank Community Room, Upstairs @ The Grand & the Neighbourhood House** which are used for workshops or small concerts. The Grand Hotel is an ideal spot for great sessions with a friendly atmosphere and late licence.

## **WORKSHOPS**

The Festival features an extensive workshop program in instruments, dance, language and culture. A high priority is given to performers who can deliver quality workshops aimed at different levels.

## **ARTIST PAYMENTS**

Artist fees will be **paid on receipt of a valid tax invoice** and payments will be made on Monday 12<sup>th</sup> June at the Ticket Office between 11.00am-1.00pm by cheque. Otherwise, **Direct Deposit payments** (where banking details are provided in contract) or a cheque will be posted out to you after the Festival. **Valid Tax Invoices must be submitted by September 1<sup>st</sup> 2017.**



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