

**NOTTINGHAM
PLAYHOUSE**

AMPLIFY

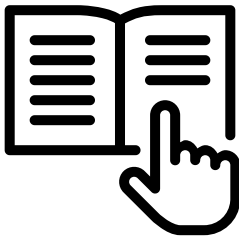


Easy read document

What is an Easy Read document?



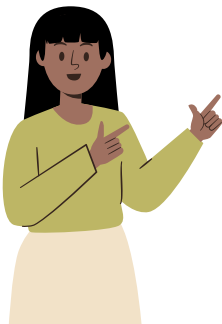
This is an Easy Read version of our Amplify Festival Artist Callout. It may not include all of the information, but contains the important parts.



This booklet uses easier words and has pictures.

BOLD

Words that are in **bold** mean that they are important.



Sometimes, if a word is hard to understand, we will explain what it means.



Pink and under lined words are links, to webpages or email address. If you are reading on a computer, you can click them for more information.

What is in this document?

Introduction	4
What Is Amplify Festival?	5
Types of Application	6
Amplify Headline	7
Amplify Work In Progress	8
Amplify Development	9
Key Dates	10
Financial Information	13
Support We Offer	14

The Venue Spaces	16
The Neville Studio	17
The Ustinov Room	18
Company One and Two	19
The Understudy	20
Other Spaces	21
Marketing Information	22
Full Timeline	24
What We Expect From Artists	26
How To Apply	28

Introduction

The **Amplify** programme supports local artists. It is a network for people who live in the **Midlands** and who want to make theatre.

To apply for the **Amplify Festival**, you will need to be an Amplify member. You can apply [here](#)



The Midlands includes:

Nottinghamshire

Derbyshire

Herefordshire

Leicestershire

Lincolnshire

Northamptonshire

Rutland

Shropshire

Staffordshire

Warwickshire

Worcestershire

West Midlands Metropolitan

Boroughs

What is Amplify Festival?

Amplify Festival is celebration of artists. It has lots of different **performances** made by **local creatives**. There are different types of performance at the Festival.

They are:

Amplify Headline

These are **finished** pieces of work.

Amplify Work In Progress

These are pieces that are **still in the process of being made**. They can be work in progress pieces or scratch performances.

Amplify Connections

These are places where you can **meet other artists**.

Amplify Development

These are chances to **develop your skills**.



Types of Application

Each performance type has a **different strand** you can apply for. This document will now break down the strands for you, to help you find the **best option** for you.

If you **would like help** going through this, please contact:

beccy.dsouza.01@nottinghamplayhouse.co.uk

or

nikki.charlesworth.01@nottinghamplayhouse.co.uk

Submissions for physical theatre, spoken word, dance, devised, new writing, circus, clowning, music theatre, children's theatre are **all welcome** through our application form.



Amplify Headline

Apply for this strand if you:



Have a **finished** piece of work



Your work is **50 to 90 minutes long**



Ready to be programmed on a **guarantee against a split**. This means you will get **£300**, and potentially **income from** tickets.

You might need a **higher guarantee**. If you do, please **include this in your application**.

The festival has limited **get in and get out** times. This is the time you have to **get your show ready**, and to **pack it away**. If you or your company have **access requirements** that mean you might need more time, **please let us know**.

Amplify Work In Progress

Apply for this strand if you:



Have a piece that is a **work in progress** or is a **scratch** performance.



Your work is between **15 minutes and 60 minutes** long.



You know **roughly** the **cost to make** your piece.

This slot is for an **artist-led and prepared performance**. It is **not** for Nottingham Playhouse to produce a Work In Progress of your script.

You will have the **opportunity to collect audience feedback**. You **do not have to** do this, it is only if you want to.

Amplify Development

Apply for this strand if you:



Have an idea for a workshop or panel you would like to lead



You know roughly your rates for workshops

Important Dates

Amplify Festival will take place from **21 October to 26 October 2024**.

Applications to take part in the festival open 3 May 2024.

The applications **close 10 June 2024, at 12pm (Midday)**.

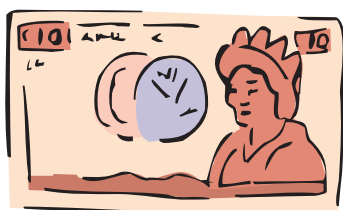


Financial Information

The **budget** is **flexible** when you apply. If you want to ask questions, please email:

beccy.dsouza.01@nottinghamplayhouse.co.uk

Ticket prices can be different for different shows. We also have **ticket fees**. This means there is a small amount of money **added to the ticket price** when people **book**. This ticket fee is **not included** when we work out your **share** of the ticket **income**.



For tickets that are **over £10**, the fee will be **£2**.



For tickets that are **between £5 and £10**, the fee will be **£1**.

We **cannot** cover **accommodation or travel costs** as well as the prices on the next page.

Financial Information

How you are paid depends on what type of work you produce. Here are how the **different strands** are paid:



Headline shows will receive an **agreed** amount of money (usually £300) and if tickets sell well, **may** receive more. **Beccy** can talk to you about what this means for your show. In theatre this is usually called “a **guarantee against a split.**”



Work In Progress shows will be given money **towards the cost** of the piece. This will depend on how far into being made it is.



Workshop facilitators will be paid a **fee.**

Support We Offer

If you are accepted, we will offer support. This will include:



Technical support

This means we will **help** you with the **light and the sound** for your show. You will be given time to work with a **technician**. This is someone who knows how to do lights and sound.



Help with tickets

Your show will be sold through the Nottingham Playhouse **Box Office**. They will make sure the **money** is correct, and that you get **paid**.



Digital Support

Our Digital Content Creator may be able to help you **make videos and images** for your show.



Front of House Support

Our **Front of House** team will help keep you and your audience **safe**.

Marketing

The Nottingham Playhouse marketing team will make sure **people know about** your show. This means they will put the information about the show on the Nottingham Playhouse **website**. It will also be included on **social media** and in **print**.

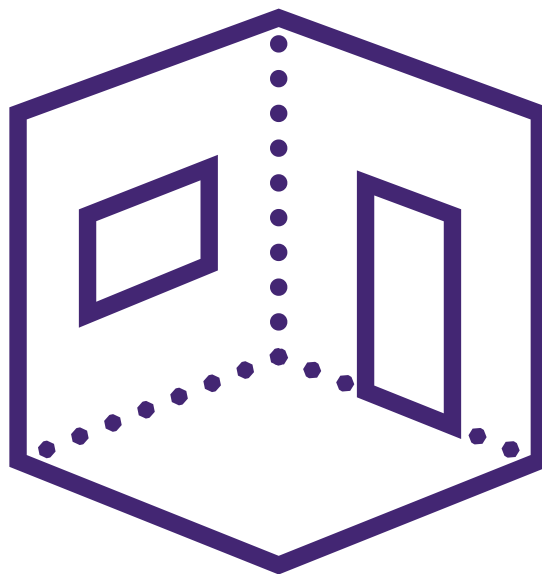


The Venue Spaces

Amplify Festival will be in **all** of the Nottingham Playhouse spaces, **apart** from the main auditorium.

Each space has **different specs**. This means the **size** of the room, and information about **what can be inside** of it.

We will outline the spaces over the next few pages.



The Neville Studio



The Neville Studio can have up to **98 seats**. These are in raked theatre seating, meaning **they get higher** to give people a better view.

Please **get in contact** for more easy read information about the **lighting** and **studio layouts**.

If you are performing in this space, you will have **one to two hours of technical time** on the day. This is time for lights and sound, and to get to know the space.

The Ustinov Room



The Ustinov Room can fit **40 seats**. They will all be on the floor, and will be the **same height**.

You can set the seats up in any way you like.

There is a **projector**.

There are **two pillars** in the room.

There is access to a **portable speaker** for your sound.
There is **no theatrical lighting**.

Company



Company can be **one big space**, or it can be **two smaller spaces**. To make two, we would use folding doors.

Company Two has the **bar** in. It is slightly smaller.

Company Two can have **170 people standing up**.



Company One can have **60 people standing**. It can have **50 people sitting**.

Company has a **built in speaker system**. There are LEDs in the ceiling that can be **dimmed**. There are **no theatre lights**.

The Understudy



The Understudy is an **L shaped** space. Here are its **dimensions:**

Backwall width: 8 meters
Smaller length: 4.88 meters
Longer length: 6.76 meters
Glass front section: 4 meters

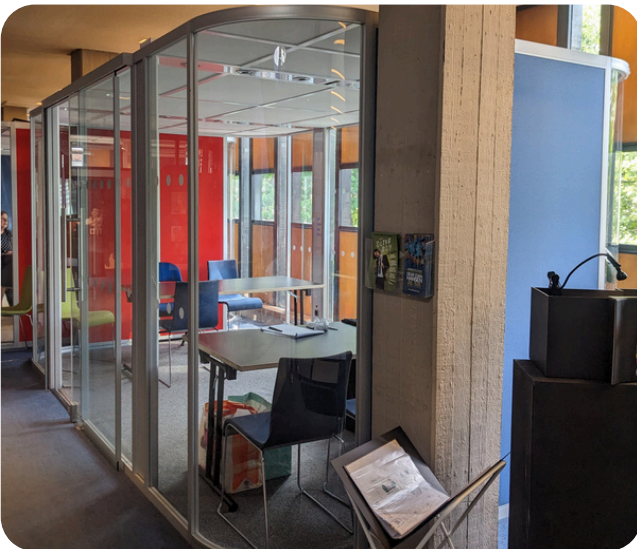
You can fit **up to 15 seats**.
There is **one pillar**.

You would require a **portable speaker for sound**. There are **no theatre lights**.

Other Spaces



The Upper Foyer is an open carpeted space. To find out more, please get in contact.



The Pods are two small **glass** walled rooms. They can contain **ten standing** adult. Or, they can contain **six to eight adults if seated**.

They are **not sound proof**.

You are welcome to suggest spaces in and around the building.

Marketing Information

It is **helpful** to have the following for your application. If you **don't** have it when applying, **that's okay**. If your show is chosen for the festival, then these are the things we will **need** to **advertise** your show:



A main show image. There will need to be **two versions** of this. One will need to be **1080 pixels tall and 1080 pixels wide**. The other will need to **1080 pixels tall and 1920 pixels wide**. Do **not** put **text** on this image.



A **description** of the show. This is called the **copy**. Copy means the **information** about what the show is about.



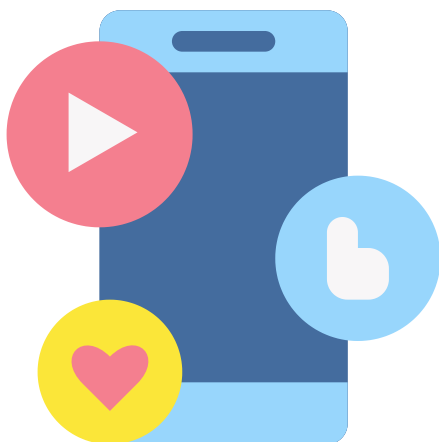
The **age guidance** of the show. This is to tell people what the **perfect age** is for people to see the show.



Triggers and advisories. This tells the audience any moments that might **upset** them or cause a **medical emergency**, such as **flashing lights**.



A biography. This is a short bit of **information about you**. It will include **where** you are from, **what** you make, and your **past work**.



You can include your **social media** handles, if you would like. This will help people who see your work **find out more** about your work.

Full Timeline

- | | |
|--------------------------|--|
| Friday 3 May | Applications Open |
| Wednesday 22 May | Information session at the co-working day from 3:30pm to 4:30pm |
| Monday 13 May | Information session at the online co-working day 11:30am to 1pm |
| Monday 10 June | Applications Close at 12pm (Midday) |
| Monday 22 July | Line up finalised. All applicants will know the outcome of their application by this date. |
| Wednesday 24 July | All festival artists Zoom meeting from 5pm to 6:30pm |
| Friday 3 August | Marketing deadline for artists and companies. All marketing materials must be in, deal memos returned, and access arrangements confirmed. |

Friday 30 August Line up announced and on sale

Friday 20 September Companies and artists to confirm final tech requirements. All access facilitators booked.

Friday 4 October Tech schedule confirmed.

Monday 21 October First day of Amplify Festival.

Saturday 26 October Last day of Amplify Festival.

Friday 15 November Settlements to be finalised and sent to all artists.

Friday 29 November All artists to have sent in final invoices by this date. Payment will be made within 28 days of receipt of invoice.

What We Expect From Artists



Think about **access**. It is important to **respect other people's access**, and let us know how **we can respect yours**.



Treat **staff and the audience** at Nottingham Playhouse **with respect**.



Stick to our **anti-racist** policy.



Make sure to **stay on track** with the **timeline**. It is important we get information with enough time if there are any changes.



Present the work you **describe** in your application. This means the **same time and nature** that you entered. For example, your show will not be longer or shorter than we agree with you when we book your work. Changes will need to be known by Beccy and other staff in **advance**.

How To Apply

Please fill in the **application form**. The form is here:

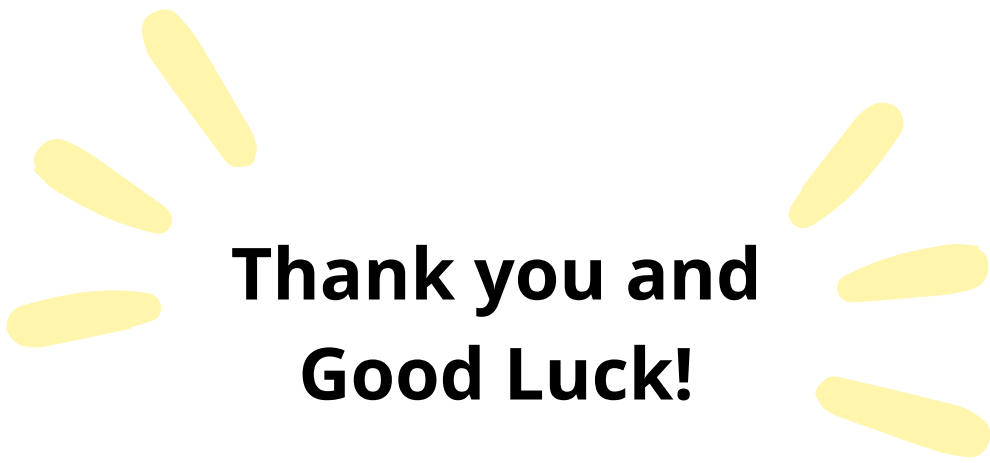


It is **one application per artist or company**.

If this application form is **not accessible** to you for **any** reason, email Beccy at:

beccy.dsouza.01@nottinghamplayhouse.co.uk

or **call** 01158736246 to **talk** about **how** you could apply.



**Thank you and
Good Luck!**