



MAINSTAGE HOST APPLICATION DOCUMENT

THEATRE BC'S ANNUAL PROVINCIAL FESTIVAL

YOU TOO CAN HOST A MAINSTAGE!

Your Theatre BC's Executive Committee is looking into the future and invites your application to host MAINSTAGE.

Hosts are now being lined up for at least three years in advance, so make your application now!

Take a good look at your community. You would be surprised what great facilities are available and how many volunteers there are out there who are community theatre supporters and ready to help.

Start putting your application together TODAY and mail to:

THEATRE BC

P.O. BOX 2031

Nanaimo, BC V9R 6X6

Apply now and avoid the rush! We want to hear from you.

Theatre BC gratefully acknowledges the financial assistance of the following:

The Province of British Columbia
Ministry of Tourism, Sport and the Arts

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MAINSTAGE FESTIVAL HOST APPLICATION FORM

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THE OBJECTIVES OF THEATRE BC

1.

As stated in the Association's Constitution, the objectives of Theatre BC are:

1. To serve and represent community theatre groups in order to benefit cultural growth within the Province of British Columbia;
2. To act as a parent body in providing services to community theatre groups;
3. To encourage theatre as a recreational activity;
4. To enlist the support of citizens and government for theatrical activity;
5. To contribute to the development of theatre in British Columbia and Canada;
6. To foster, guide, develop, organize and administer Provincial Drama Festivals;
7. To work with and encourage continuing cooperation with arts organizations provincially, inter-provincially and federally.

ANNUAL PROVINCIAL THEATRE FESTIVAL (MAINSTAGE) OBJECTIVES:

Theatre BC's annual provincial theatre festival (Mainstage) is one of the longest-running theatre traditions in Canada. The objectives of the provincial festival are:

1. To promote the role of community theatre in British Columbia by showcasing productions that represent all regions of the province;
2. To determine and honour the best efforts in community theatre in all aspects of theatrical productions;
3. To provide a diverse educational experience for Theatre BC members, registrants, participants and audience members through professional adjudication and instruction;
4. To meet as a professional body and encourage the interaction of representatives from different backgrounds and regions in the province who share a common cultural involvement;
5. To involve as many Theatre BC members as possible and continue a growing understanding of the association of community theatre groups throughout BC;
6. To focus public attention on the ongoing theatre activity in the host community and the surrounding region in order to support and/or initiate it's development;
7. To develop and demonstrate the significance and scope of Theatre BC's provincial festival by incorporating the participation and support of local concerns, including the municipal government, tourism, business groups, educational institutions and community service and arts organizations;
8. To generate revenue in order to perpetuate the development of the Theatre BC and its member clubs.

HOW TO APPLY TO HOST A MAINSTAGE

2.

1. Pick up the Mainstage Application Document for hosting Mainstage **and** the Mainstage Manual.
(JULY - FOUR YEARS BEFORE YOUR DESIRED SLOT)
2. Carefully study all aspects of the Mainstage Application information package, the application form and the Mainstage Manual.
(JULY - SEPTEMBER)
3. Discuss any concerns or questions about Mainstage and/or the application process with the Executive Director of Theatre BC, the President of Theatre BC and/or previous Mainstage Chairs.
(ONGOING)
4. Determine if you have the:
 - human resources willing and able to do the job;
 - facilities/venues available and affordable to house the events; -
 - financial support of the community.
(OCTOBER - NOVEMBER)
5. Complete the application form and submit it to the Executive Director of Theatre BC. This **MUST** be done by **January 15th, 3 & 1 /2 years** before your desired slot.
6. Be available and prepared to answer any questions the Executive Committee may have regarding your application.

BASIC REQUIREMENTS TO HOST THEATRE BC'S MAINSTAGE 3.

MAINSTAGE COMMITTEE:

The committee should be made up of 12-15 dedicated people, preferably with some knowledge of Theatre BC and the Mainstage Festival. They must be prepared to commit a year of their volunteer time to make Mainstage a success. The core group may be a smaller number with additional sub-committee personnel.

VOLUNTEERS:

A minimum of 60-70 volunteers will be needed to successfully run this major event.

BUDGET:

The annual budget for Mainstage is approximately \$150,000, which is raised through sponsorships, donations, registration fees, advertising, ticket sales and silent auction and T-shirt sales.

FACILITIES:

Mainstage Theatre	- minimum 400 seat capacity, 8 days (Fri. - Fri.) - fully equipped (lighting and sound)
Workshop Plays Theatre	- minimum 50 seat capacity, 9 days (Fri. - Sat.) - fully equipped (lighting and sound)
Scene Development venue	- 1 high school/college type classrooms, 3 days
Backstage Workshop venues	- 2-3 morning and afternoon spaces suitable for the courses being offered, 7 days (Sat. - Fri.)
Coffee Critique venue	- minimum 100 seat capacity & demonstration space - 8 days (Sat. - Sat.)
Meeting venues	- 20 seat capacity for TBC executive and full board -100 seat capacity for TBC Annual General Meeting

ACCOMMODATIONS:

A minimum of 60 rooms will need to be booked with the Mainstage "Festival Hotel" to accommodate reserved rooms for the TBC President, Executive Director, office staff and Executive Committee members, out-of-town adjudicator(s), workshop play, scene development and Backstage Workshop instructors, registrants, and cast and crew from the winning clubs. Other hotels, motels, campgrounds, RV and trailer parks could be used.

SOCIAL EVENTS:

Green Room venue	- minimum 200 capacity, 8 nights (Fri. - Fri.) - tables, chairs, snack food, dance floor, no-host bar
President's Reception	- minimum 100 capacity, early evening of opening day - music/entertainment, finger food, wine, no-host bar
Banquet & Awards Ceremony	- minimum 300 seating capacity for dinner, no-host bar - music, dance floor, awards table and podium

TRADITIONAL MAINSTAGE ACTIVITIES

4.

The annual Mainstage festival is customarily held the first week in July, at least 30 days following the last zone festival. From year to year, due to many variables and special characteristics of the host community, Theatre BC's Mainstage Festival has adopted various types of theatre activities that have developed into regular festival components. These components combine to form a unique theatrical experience that simply, by their diversity, provide entertainment and educational opportunities that participants and audience members do not normally have access to.

BASIC MAINSTAGE FESTIVAL ACTIVITIES

1. MAINSTAGE PERFORMANCES

This traditional competition involving plays selected from the preliminary (up to ten) zone festivals held around the province, is the centerpiece of Mainstage. These evening and, if needed, matinee presentations are followed by a brief public adjudication by the Mainstage Adjudicator.

2. COFFEE CRITIQUES

More detailed two hour sessions, led by the adjudicator, are held the next day for each production's participants and Mainstage registrants. These normally take place in the morning but two sessions, one in the morning and one in the afternoon, will be required if there is a matinee performance the previous day.

3. WORKSHOP PLAYS (with Director's Labs)

A maximum of three plays, selected from the preliminary zone festivals, will work closely with a professional instructor for three days. The instructor will observe an initial performance on the first day and then re-work specific aspects of the play for a day and a half. The process then concludes with a second performance on the third day. This component offers a unique "before and after" approach that has become increasingly popular with the participants and registrants alike.

Session 1: Friday-Sunday; Session 2: Monday-Wednesday;
Session 3: Thursday-Saturday

4. BACKSTAGE WORKSHOP COURSES

A series of performing arts workshops, led by professional instructors, are scheduled throughout the week during the day. Running in 3-6 hour blocks, these sessions may offer more hands-on participation to registrants wishing to learn more about various aspects of theatrical productions.

Topics may include, but are not limited to, acting, directing, playwriting, stage managing, musical theatre, make-up, stage lighting, sound, set design, set decoration, costume design, properties and publicity and/or marketing.

5. SCENE DEVELOPMENT PLAYS

A maximum of three scenes, selected through an application process from community theatre groups, work with a professional instructor for one day in a rehearsal-type process. These sessions, spent on familiar material, provide invaluable and directly relevant training. Casts will bring only necessary hand-held props to these sessions.

6. **OPENING CEREMONY & PRESIDENTS RECEPTION**

The format and scheduling of these two fundamental social activities varies due to local considerations. They have recently been combined to launch the Mainstage festival and provide an initial "mingling" opportunity for Theatre BC Board members, local dignitaries, the media, host festival committee members, invited guests, sponsors and participants.

7. **GREEN ROOM SOCIALS**

Following the public adjudication of Mainstage performances each evening, all participants, registrants, volunteers, instructors and audience members are invited to the green room party. This activity has consistently proved to be a most valuable one, as it encourages participants from the different productions and communities to exchange ideas and share theatre experiences.

The green room features music and/or entertainment, snack food and a no-host bar, providing a perfect end to a Mainstage day.

8. **FINAL NIGHT BANQUET & AWARDS CEREMONY**

This joint event is held on the final Saturday evening and begins with a full banquet and no-host bar. This is followed by an awards ceremony at which workshop play instructors, the adjudicators) and members of the Theatre BC executive will make presentations and hand out awards honouring the outstanding achievements for the Mainstage Festival. A party and dance follows directly after the awards ceremony.

Many of the awards and trophies have been continuously presented since their inception, adding to the sense of tradition that accompanies the Mainstage Festival. These awards, in order of presentation, are:

1. Certificates of Merit for Workshop and Scene Development Plays
2. The Darrell Phillips Memorial Award for Workshop Plays
3. The Jessie Richardson and Sid Williams Memorial Scholarships
4. The Graphic Design Awards
5. The Theatre BC Diamond of the Year Award
6. The Eric Hamber Award
7. The Mainstage Thespian Trophies for:
 - Best Backstage Coordination
 - Best Technical Sound
 - Best Technical Lighting
 - Best Props
 - Best Costumes
 - Best Set Design
 - Best Ensemble
 - Best Youth or Novice
 - Best Supporting Actress
 - Best Supporting Actor
 - Best Actress
 - Best Actor
 - Best Director
 - Runner-up Best Production

9. **THEATRE BC ANNUAL GENERAL MEETING** This meeting is usually held at noon on the last Saturday. A luncheon is provided.

10. **ADDITIONAL MAINSTAGE FESTIVAL ACTIVITIES**

In recent years, certain activities have occasionally been added to the basic schedule of Mainstage Festival events:

1. To incorporate and focus public attention on local theatre activity;
2. To add a local or regional flavour;
3. To diversify the types and levels of theatre included in the Mainstage Festival;
4. To provide additional theatre training opportunities for participants and public alike, or as a means of scheduling workshop sessions of a more specialized nature.

EXAMPLES:

1. A dinner and a show arrangement with local restaurants for a reasonable price. This would allow for the provision of high quality and less expensive meals than regular restaurant prices.
2. Children's or Youth Theatre of various forms and to varying degrees have been included in previous Mainstage festivals. This provides a significant connection with local schools, their students and parents, and introduces many of them to theatre for the first time. A Youth Workshop Play component has proven to be a popular and successful activity in the past.
3. Exhibitions and demonstrations by theatrical suppliers have been offered in previous years.
4. Free public lunchtime readings of new plays and plays in development have provided an opportunity to promote new Canadian works and involve more participants in public performances.
5. Lunchtime wine and/or brewery tours and repast.

OBJECTIVES OF THE APPLICATION PROCESS

Theatre BC has introduced this standardized application process:

1. To establish a common ground for comparison and selection of a Mainstage host community;
2. To produce a means of obtaining all pertinent information upon which the Theatre BC Executive Committee will be able to make a reasonable projection as to the potential success of the festival and the benefits to Theatre BC, its members and the host community;
3. To be able to select future Mainstage hosts at least three years in advance;
4. To secure a more advantageous timeline for preparation and promotion of the festival in the host community;
5. To enable Theatre BC to engage in comprehensive future planning for all its programs and services;
6. To raise the profile of Theatre BC and reinforce the prestige of hosting one of Canada's oldest theatre events;
7. To develop and promote an awareness of and the attractiveness of Mainstage that would focus province-wide attention on the host community and its support of cultural activity in British Columbia;
8. To stimulate and establish on an ongoing basis, greater interaction between the potential host Mainstage applicant and local community concerns, including the municipal government, the Chamber of Commerce and other business associations, community arts councils and organizations, tourism and service organizations. This would be accomplished initially through research for completion of the application process and later through the planning and eventual success of the Mainstage Festival.

BASIC EXECUTIVE COMMITTEE CONSIDERATIONS

Applications to host the Mainstage Festival must comply with the objectives, policies and requirements as outlined in this document. Review by Theatre BC's Executive Committee will commence upon receipt. It is a requirement of the Executive Committee to have Mainstage host locations in place at least three years in advance.

At the discretion of the Executive Committee, additional information, supported by documentation, and/or inspection of the proposed facilities, venues, etc., may be required before the Executive Committee makes a final recommendation to the Theatre BC Board of Directors.

Upon review of the original application submissions, the final decision of the Executive Committee will be based on consideration of the following criteria:

1. Has the Mainstage Festival been held there before? When? How successful was it?
2. How suitable are the theatre facilities and other venues? Do they lend themselves well to traditional Mainstage activities?
3. Would Theatre BC members be attracted to this location?
4. How accessible is the community? (Air, train, bus, car, etc.)
5. How able to hold a successful Mainstage Festival is the applying host community?
The availability of volunteer manpower, organizational experience, lay-out of venues, accommodations, provisions for day-to-day advanced planning and coordination, and financial planning will all be carefully considered.
6. Is there a special event or community milestone that makes this year specifically important for the applicant's location? Will the applicant consider an alternative year?
7. How important is the Mainstage Festival to the host community? Are there any lasting benefits to the host community? What are they?
8. Are there sufficient avenues of promotion within the host community and surrounding region to both ensure a well-supported Mainstage Festival and provide a profile opportunity for Theatre BC to promote the role of community theatre?
9. Is there substantial municipal and corporation support?

HOW TO PREPARE FOR APPLYING TO HOST A MAINSTAGE FESTIVAL

Your bid to host Theatre BC's Mainstage Festival begins with this application. We recommend you follow these four major steps to ensure the best possible application.

1. RESEARCH

FAMILIARIZE yourself with all the information in this Application Document and the Mainstage Manual.

DETERMINE the community's commitment to host a Mainstage with regards to manpower resources, organizational ability, enthusiasm, conflict, if any, with planned productions or events for the applicable year, and who will apply, supervise and/or act as the Mainstage Chair.

REVIEW Theatre BC's Policies and Procedures and the outline of responsibilities on the part of Theatre BC and the Mainstage host.

IDENTIFY all the fundamental requirements traditionally associated with Mainstage events and relate them to local conditions, including availability of facilities and venues, accommodations, the community's accessibility by air, car, train, bus etc., provisions for meals and potential tie-in dates with local or regional attractions or events. What advantages or problems exist?

OUTLINE an organizational structure and identify potential local Mainstage Committee members. What advantages and problems are there with the local organizational structure? Is there a sufficient volunteer base and experienced personnel available for a day-to-day co-coordinating staff?

2. CONSULTATION

MEET with representatives of local organizations to inform them of your group's intention to host the Mainstage Festival and enlist their cooperation and support. Would a representative from each group be willing to sit on a Festival Advisory Committee?

IDENTIFY potential sources of financial assistance, including the municipal government, the Chamber of Commerce, business organizations, corporations, community arts and service organizations and other potential sponsors. Inform them of expected cost projections and invite their contribution (tax deductible through Theatre BC) to specific activities or general costs.

SCHEDULE approximate deadlines for funding appeals and follow-up meetings with potential sponsors.

RESERVE potential Mainstage facilities and venues and discuss possible special rental and/or technical agreements.

CONTACT local media representatives and inform them of your intent to apply for a Mainstage festival. You may even go public in seeking possible forms of assistance and future Mainstage promotion.

REVIEW the Application Document to make sure nothing has been overlooked.

3. COMPILATION

ASSEMBLE all the collected information in preparation for completing the Host Application Form.

INCLUDE all attainable and pertinent support documentation from local organizations. These should contain acknowledgement of the host group's role in the community, the awareness of and support for the host's application for a Mainstage Festival, and some indication of the degree and type of assistance that can be expected upon a successful application.

PREPARE brief examples of special situations, in addition to the facts, to give an indication of any local flavor associated with this proposed Mainstage Festival event.

ENSURE that all submitted information is duplicated for your records. Original documents, particularly letters of support, should be submitted with the Host Application Form.

4. APPLICATION

COMPLETE the Host Application Form and submit it to the Executive Director at the Theatre BC office.

ENSURE that the information supplied is complete and clearly presented. The sincerity of the application will also be judged by the apparent care that has been taken.

RETAIN a complete copy of the Host Application Form for your records and for ongoing reference. Copies may also be made for assisting local organizations.

MAINSTAGE COMMITTEE MEMBERS

For an outline of the responsibilities of the following Mainstage Committee positions please refer to the Mainstage Manual,

Theatre BC Personnel

- Theatre BC President
- Theatre BC Vice-President (Events)
- Theatre BC Treasurer
- Theatre BC Executive Director
- Theatre BC Office Staff
- Theatre BC Technical Director
- Theatre BC Mainstage Coordinator

Main stage Host Committee Personnel

- Mainstage Chair
- Mainstage Secretary

Committee Heads

- Sponsorship & Fundraising
- Publicity & Public Relations
- Facilities
- Accommodations
- Volunteers Hospitality
- Backstage Workshop & Special Courses
- Graphics

Additional Committee Members

It is recommended that the following groups or individuals be included in, or consulted by, the Mainstage Committee:

- Chamber(s) of Commerce
- Municipal Government(s)
- Arts Councils)
- Media Representatives
- Tourism and Business Associations
- Zone Chair and Zone Treasurer
- Former Mainstage Chairpersons
- Theatre BC Honorary Life Members &
- Eric Hamber Award Winners (from the host community)

MAINSTAGE FESTIVAL HOST APPLICATION FORM

1.

APPLICANTS INFORMATION

Proposed Host Community: _____

Proposed Mainstage Dates: _____

Name of Host Group: _____ TBC Zone: _____

Mailing Address: _____

City: _____ Postal Code: _____

Contact Person for this Application: _____

Mailing Address: _____

City _____ Postal Code: _____

Telephone: (H) _____ (W) _____ (C) _____

Relationship to the Host Group: _____

GROUP PROFILE (if applicable)

How long has your group been active? _____

Is your group a member of Theatre BC? _____ If so, when did you first join? _____

Is the group a registered non-profit society? _____ Date of incorporation: _____

Charitable tax number: _____

Normal number of productions per year: _____ Number of members: _____

Number of volunteers regularly available: _____

How often does your group meet for meetings, social events, etc . _____

Does your group have any ongoing affiliations with local cultural or other associations? _____

If yes, please list with notation as to your relationship (member, sponsor, co-sponsor, etc.):

ATTACHMENTS:

2.

List of the current Board of Directors and/or Executive Members of the host group. Financial statement for the last fiscal year

DECLARATION:

We hereby declare, that to the best of our knowledge, the information given in this application is complete and true in every respect.

Signed: _____

Position: _____ Date: _____

Signed: _____

Position: _____ Date: _____

Host Group Considerations

List all previous Theatre BC or other events hosted by your group, including approximate dates and some indication of the magnitude and success of each event:

What provisions will your group make for co-ordinating and maintaining both the Mainstage Festival and your usual theatre activities or events? Identify potential conflicts and solutions.

Mainstage Festival Coordination:

(Applicants may wish to design and append an administrative flow chart)
Outline the foreseen administrative structure of the Mainstage Festival Committee. (Refer to the Theatre BC Mainstage Manual for assistance.) Where would these individuals come from? What level of organizational experience exists? Attach names of individuals if available and appropriate.

4.

After consultation with representatives of local organizations, does there seem to be a willingness to serve on a local Mainstage Festival Advisory Committee? _____

Which organizations would be represented? (Attach support documentation if available)

If a Mainstage Advisory Festival Committee is formed, how could this committee assist? What delineations between the Host Festival Committee and the Advisory Committee would be necessary and how would they interact?

Based on consultation with the local Theatre BC Zone Chair, what kind of support exists or will be made available by the zone and theatre groups within the zone?

HOST COMMUNITY INVOLVEMENT

Is there a specific event or community milestone that makes this year especially important for this community? Describe the event(s) and include dates and possible means of cooperation with and promotion of the Mainstage Festival.

From the community's perspective, how would the Mainstage Festival rank in terms of significance and profile as compared to existing seasonal events? (Attach support documents if applicable)

Indicate the degree and types of support available from the municipal government(s), including financial, organizational, provisional (facilities), promotional and consulting assistance. (Attach support documents and funding application deadlines, if applicable)

6.

Indicate the degree and types of participation or support available from the Chamber of Commerce and other local or regional businesses and corporations, Indicate potential sponsors. (Attach support documents, if available)

Indicate the degree and types of participation or support available from volunteer, service, arts and cultural organizations and other non-profit groups in the community, and in what capacity. (Attach support documents, if available)

in addition to regular media publicity and promotion, outline what other means and opportunities exist for promotion within the community and region. What links with local tourism can be developed?

7.

Outline the potential lasting benefits for your group and Theatre BC in the community following the Mainstage Festival. How will your group develop and improve its role and presence in the community by hosting the Mainstage Festival?

PROPOSED SCHEDULE OF EVENTS

Prepare and attach an outline of all proposed Mainstage Festival activities. Include a brief description of each event, the venues, start and finish times, and projected audience and/or participant totals for each activity. Indicate any specially added events and connections with other local events or occasions. Applicants may wish to design and attach a proposed timetable. (Refer to the Mainstage Manual for assistance)

Ensure that the schedule of events and a possible timetable are enclosed.

Briefly describe any special plans for audience development.

FACILITIES & OTHER MAINSTAGE FESTIVAL VENUES

Applicants may wish to enclose a city and/or regional map with facilities and venues highlighted. If so, please include a legend.

Primary Theatre for Main stage performances

Name of the facility: _____

Address: _____ Postal Code _____

Contact Person: _____ Position: _____

Office Phone: _____ Box Office Phone: _____

Seating Capacity (minimum 400): _____

Enclose:

1. the **Stage Plan**, including the dimensions for onstage and backstage, storage space for sets, washrooms and dressing rooms;
2. the **Lighting Grid** with an inventory of lighting instruments, lighting board and other technical lighting equipment;
3. the **Sound System** and equipment.

Does your group: own rent lease (circle) this facility?

Briefly describe the theatre lobby space, box office and concessions amenities.

Briefly outline any restrictions governing the use of this facility.

Secondary Theatre/Studio for Workshop Plays

Name of the Facility: _____

Address: _____ Postal Code _____

Contact Person: _____ Position; _____

Office Phone: _____ Box Office Phone: _____

Seating Capacity (minimum 50): _____

Enclose:

- 1. the **Stage Plan**, including dimensions for onstage and backstage, storage space for sets, washrooms and dressing rooms;
- 2. the **Lighting Grid**, with an inventory of lighting instruments, lighting board and other technical lighting equipment;
- 3. the **Sound System** and equipment.

Does your group: own rent lease (circle) this facility?

Briefly describe the theatre lobby space, box office and concessions amenities.

Briefly describe any restrictions governing the use of this facility.

Venues for the Scene Development Series

10.

List potential site(s) for the rehearsal-type process of the scene development component. The minimum requirement is one site, but provide one additional, alternate site.

For each site indicate its location, dimensions, if there is room for an audience and, if so, the estimated capacity. Also indicate if there are benches and/or chairs available for a minimal audience and a limited (no set) performance at the end of each group's session.

Site #1: _____

Site #2: _____

Backstage Workshop Course Venues

List at least three potential workshop sites which would allow for unrestricted movement for up to 30 participants. For each site indicate the location, dimensions and capacity, and if there are benches and/or chairs available.

There may be a need for Special Courses workshops such as stage fighting, that will require lots of room for 15-20 participants. Please indicate this site separately.

Site #1: _____

Site #2: _____

Site #3: _____

Special Courses Site: _____

Coffee Critiques Venue

11.

Identify the proposed location and hospitality arrangements for the Coffee Critiques. Basic requirements include room for seating approximately 100 participants and an area for the Mainstage Adjudicator to use for simple blocking with cast members or other types of demonstrations and exercises.

Meeting Venues

Identify two locations for Theatre BC meetings. One venue for the Executive Committee and Full Board meetings with seating and tables for 20. One venue for a luncheon and the Theatre BC Annual General Meeting with seating and tables for 75-100. Indicate the location for each and hospitality arrangements.

Site #1: _____

Site #2; _____

President's Reception Venue

Identify a location for the President's Reception with room for at least 100 people. Indicate the potential format and hospitality arrangements.

Green Room Venue

12.

Identify the potential location for the nightly Green Room socials. Basic requirements include room for at least 200 people, close proximity to the main theatre and/or "Festival Hotel", tables and seating, music and/or entertainment, dancing, snack food and a no-host bar.

Briefly describe any restrictions governing the use of this facility.

Banquet and Awards Ceremony Venue

Identify the proposed location for the final night Banquet, Awards Ceremony and Party. Basic requirements include a dining facility to seat a minimum of 300 people for dinner, a podium and table for the presentation of awards, an open area for dancing and convenient parking and/or travel arrangements. Include a description of arrangements for food, music and/or entertainment, no-host bar, other hospitality considerations and the atmosphere to be created.

13.

Briefly describe the locations for the Mainstage Office and Registration Desk.

Identify any other facilities or venues to be used for locally added events.

A Geographical Perspective

Using diagrams, charts or maps, provide a concise outline of the geographical location of the proposed Mainstage facilities and venues. Carefully study the proposed schedule of events, determine the anticipated traffic patterns of the participants and then indicate the approximate travel time between events. Include the proximity of the "Festival Hotel" and restaurants.

Travel & Accommodations

14.

Briefly describe how accessible the host community is from various regions of the province. Include information for travel by air (proximity of the nearest major airport and frequency of flights), land (road conditions by car, proximity of train and bus depots and frequency of schedules) and sea (proximity of terminal and frequency of sailings).

What provisions will be made for the in-town transportation requirements of Mainstage participants? Carefully study the location of all proposed venues to determine all possible requirements and outline the provisions to be made for them.

Outline the accommodation provisions for approximately 350 participants. Is there a large hotel willing to arrange a special large group booking with reduced rates in return for designation as the "Festival Hotel"? Are there meeting rooms available? Where is it located in relation to the Mainstage venues?

15.

Would this "Festival Hotel" be willing to provide any extra "perks" for this designation? (free rooms for the adjudicator(s), Executive Director, meetings, reduced rates, etc.)

What other forms of accommodation exist in the area? (hotels, motels, campgrounds, etc.)
Are they situated near enough to the festival events to be considered a reasonable alternative?
