

# 2024 Submission Application Guide

Green Bay Fringe is now accepting applications for its inaugural festival which will be held **July 18-21, 2024** in Green Bay, Wisconsin!

The Green Bay Fringe Festival is a vibrant gathering of diverse artists and audiences. We host a variety of non-mainstream performances and educational events to celebrate unique art and foster meaningful conversations. Our goal is to make art accessible, spark thought, and enrich our community.

We welcome submissions from all sorts of people producing all sorts of art, music, theater, comedy, and performance, **but we do have some guidelines**. Please read this whole page carefully—we want to make sure our first festival goes as smoothly as possible to usher in a new Green Bay tradition.

## How Is The Lineup Selected?

The Green Bay Fringe selection committee will evaluate submissions on a very limited set of criteria:

1. **Is your act executable with the spaces, time, and accommodations we have available?** Your one-person show with a chair as a prop is the definition of executable. Your pyrotechnic-laden, 4-hour tight-rope walk between skyscrapers might not be executable (among other issues, Green Bay doesn't really have skyscrapers).
2. **Is your act complete, or will it be complete by the festival?** If you submit an idea, we need some assurance that you will be able to put it on as a show/presentation. A play that you've presented at other fringe festivals is considered complete. A themed improv show with a group of players is also considered

complete. Your plan to sculpt David out of mashed potatoes in 60 minutes can even be considered complete. If you have a script, but no plan to realize it, you may not have a complete act. While we encourage spontaneity, we will also need something to market and prepare for.

Importantly, Green Bay Fringe does not claim to be the arbiter of “fringiness.” Fringe can be a monologue about oranges. It can be punk rock. It can be a puppet show for children and teens. It can be Hamlet reimagined as a tennis match. It can be a social experiment where an artist barks at their audience until they walk out while another audience in another room watches a livestream of the first audience leaving. We won’t judge your art on its merit—that’s not for us to decide. We’re only here to give you the opportunity to present it.

Green Bay Fringe also has a strong non-discrimination policy. We encourage artists of every experience level, age, physical ability, color, ethnicity, nationality, sexual orientation, and gender to apply.

If we have more submissions meeting criteria than performance slots, we will select acts based on submission time. Later submissions passed the cutoff will be placed on a waiting list of up to 7 shows. If a production drops out of the lineup, the waitlist shows will be contacted in the order they were drawn to be offered the slot. If you have any questions about these policies, feel free to reach out to [gbfringeboard@gbfringe.com](mailto:gbfringeboard@gbfringe.com).

## Is Fringe right for your production?

Green Bay Fringe is committed to celebrating and giving a platform to performing artists of all sorts. All are welcome, but not all shows are a great fit for Fringe. Fringe operates differently than “normal” theatre. The pace is faster, the timeline is more compressed, and you have

less control over venue choice, tech, ticketing, and schedule. What might seem like a reasonable request may be a logistical nightmare at Fringe. We need you to trust that our rules are in place to keep everything running smoothly. Out of necessity, Green Bay Fringe's technical requirements are rigid. We don't want to discourage you from dreaming big, but there are some real limitations you must take into account for your show:

**All shows must be between 30 and 60 minutes long.** This time limit includes any curtain speeches, shout-outs to other shows, or audience discussions. A longer or shorter show may be considered—please reach out if you have a special case you'd like to discuss.

**Each production will be assigned three showtimes Thursday through Sunday.** Once we determine the performance schedule, we cannot rearrange your scheduled performances and show cancellations are not allowed barring extenuating circumstances. A sample performance schedule could be: Thursday at 7 p.m., Friday at 10 p.m., Saturday at 1 p.m.. If you are interested in putting on fewer than three shows, you should include that in your submission, but please note that venue fees are fixed.

**Keep your technical elements simple (set, lights, sound, projection).** You must be able to load in and set up for each performance in fifteen (15) minutes, and you also only have fifteen (15) minutes to strike everything from the stage after your show. Don't count on storage space in your venue. You may have to haul your set and costumes in and out for every show. In general, less gear means more flexibility. We will plan to schedule a technical rehearsal time in your venue.

**Venue Placement:** Venues are assigned in the order acts are accepted, with consideration for special venue needs. Main placement factors include: number of performers, technical needs, and specific size needs. The venues range in size, with the smallest venue seating

around 20 people—our venue fees reflect the size and technology availability of each venue.

The term “fringe” also applies to our venues. We are partnering with venues ranging from 200-seat theaters to unconventional spaces like coffee shops, bookstores, parks, bars, and more to create unique environments for performance. Be sure to provide clear details about your venue needs in the application so we can pair your act with a fitting venue. The more specifics the better!

**Meet ALL Fringe deadlines.** We’re a small workforce of unpaid festival organizers and volunteers. It’s important that we can count on each act to meet our deadlines so we can help you put on the best show possible. Please look at the deadline timetable below (subject to change) and be prepared to meet these deadlines *before* you submit your application.

Jan 30, 2024 – Application deadline

Feb 14, 2024 – Decisions made, notifications and venue assignments sent out

Feb. 21, 2024 – Venue fee due

Mar. 12, 2024 – Last day to withdraw and get your venue fee back.

Withdrawals after this date forfeit the venue fee since work has already started on the festival. No application fees will be returned.

April 1, 2024 – Marketing materials (blurb, photos, questionnaires) due

May 13, 2024 – Any applicable performance waivers and tax documents due

July 17-18, 2024 – Tech rehearsals.

July 17, 2024 – Launch party and preview show

July 18-21, 2024 – Performances Thursday-Sunday

July 21, 2024 – Closing gala

August 15-31, 2024 – Checks will be sent out along with full box office reports four to six weeks after the close of the festival

All above deadlines refer to 11:59 PM CDT on the listed date.

**Be prepared.** Make sure your show's script is final and actors are off-book in time for your tech rehearsal. Make time to take a good promotional photo that accurately represents your production.

**Help us help you.** Ask the questions you need answers to. If there's something you're unsure about, then we probably need to provide more clarity. This *is* our first rodeo.

**Promote your own show vigorously.** We market the festival as a whole; you are responsible for promoting your show individually. We don't have the capacity to promote individual shows equally, so it's up to you to convince folks to choose your show.

**Acquire the appropriate rights or permissions for your production.** If we're notified that you're using someone else's work without permission, we will remove your show from our festival, you'll forfeit any fees paid and may forfeit any box office sales as well.

## What do you get from Green Bay Fringe?

**Your \$50-\$200 venue fee gets you a lot:**

- A short, optional timeslot to preview your show at the Launch Party and Preview Show on Wednesday July 17, 2024
- Three scheduled performances at the festival, July 18-21, 2024
- 80% of your base ticket sales
- A venue that meets your needs as best as they are able
- Box office and front-of-house services
- Listings in official schedules and festival catalog

- Inclusion in press announcements sent to media outlets, with potential inclusion in photo and interview requests from local media when applicable.
- Individual show page on our ticketing platform
- Inclusion in email and social media marketing, in aggregate

## Applying for Green Bay Fringe

We do not accept late applications for any reason. Send your application in as early as you can to safeguard against any problems. Applications must be submitted by January 30, 2024 and must include:

1. A completed application (Visit [www.gbfringe.com/submissions](http://www.gbfringe.com/submissions) to access the application form.)
2. A non-refundable \$20 application fee must be submitted within a business week of submission. Instructions for submitting your fee online or by check will be sent following successful application form submission.

If your act is selected, the venue fee of \$50, \$100, or \$200 will be due 7 days from the notification of your selection. If you are unable to pay the fee at that time, your slot will be forfeited to the next production on the waitlist. We will send payment instructions upon selection. We may be able to make deferred venue fee arrangements (venue fees taken out of your ticket sales), but such arrangements are not guaranteed.

Please note that Green Bay Fringe Inc cannot promise lodging accommodations for acts. Additional information on lodging options will be provided if your act is accepted to the festival.