

## **GUIDELINES FOR USE OF JAC**

### **CURRENT AND UPCOMING SEASONS**

Please note that we have separate application forms on the JAC website for applications to perform in JAC during the current season or upcoming season. Please be sure to use the correct form when you apply.

### **FRIENDS OF JAC SOCIETY**

JAC is operated by the Friends of JAC Society. All participants on JAC are required to apply for membership in FoJACS and an application form can be found on the JAC website. Actual membership is subject to approval by the Directors, but only unsuccessful applicants will be advised of rejection. Membership is free to participants, which includes all performers, crew, volunteers, artists etc, Membership runs from the date of first participation in JAC in any season until the next AGM (Normally in September). Membership is not free to the general public or audience members, but annual and life memberships can be purchased.

### **INSURANCE**

FoJACS carries Third Party Liability insurance for FoJACS members while working on Theatre Operations. FoJACS insurance does not cover Liability for Production Companies or Performers while rehearsing or performing. Guest companies are advised to arrange their own cover. Please note that all participants in JAC are required to work with diligence to minimize exposure to liability at all times.

### **'MAJOR' & 'MINOR' GUEST PRODUCTIONS**

'Major' productions are defined as needing a minimum of six days in JAC for Tech & performances. Actual dates open for application are shown on the application form for next season on the JAC website under ``want to perform in JAC?`` The Availability Calendar on the same page also shows current booking and datesétimes available fro applications. 'Major' productions have the #2 priority in allocation after the Resident Theatre Company (United Players).

'Minor' productions (typically needing less than six days) are allocated time in JAC as the #3 priority, after the 'Majors'..'Minors' are generally worked into available time-slots after the Resident Theatre Company and the 'Majors' have been programmed

## **TIMETABLE**

### **(1) Upcoming Season:**

Applications to perform in JAC for the upcoming season can be submitted at any time, but the typical timetable is:

- April 13th Deadline for initial application by 'Majors' for upcoming season. These can be made using the application form the JAC website at any time
- April 20th: Short-listed Majors notified
- May 1st Submissions due (see requirements below)
- May 15th Submissions juried
- May 30th Successful applicants informed
- June 10th Deadline for acceptance by major applicants
- June 10th Deadline for initial application by 'Minors'
- June 30th Applicants for Minor productions invited to apply for specific dates in the upcoming season. (Dates can only be confirmed after 'Majors' are programmed)

### **(2) Current Season**

Applications for remaining time-slots in the current season can also be applied for at any time, and will receive consideration, based on production criteria and space available. Please refer to the JAC availability calendar on the website for dates and times that are open to application.

Typically, applications for use of JAC will be considered for times when it is not booked for

(a) An approved production or

(b) "Tech Time" required by an approved production:

On performance days this will typically be up to 5pm, by which time the building needs to be cleared & clean ready for the performance. On days when there are no performances or Tech booked, JAC is available all day

For Current Season (up to next August 31st), please use the `Current Season Application Form

## **SUBMISSION REQUIREMENTS**

The first Application (by April 13th) only needs to provide basic information on the proposed production. Short-listed applications will be asked to provide additional information to help JAC and/or a jury decide which applicants should be invited to perform in JAC. This information should typically include:

(1) Company structure – Coop, independent, amateur, etc

(2) Names & very brief note on experience of key people already committed to production

(3) Copy of script

(4) Budget and sources of funding

(5) Marketing plan. Including PR and paid advertising plans as well as where audience is expected to be drawn from

(6) Confirmation on dates requested (check the application form on the JAC website in case there are any changes)

(7) Contribution to JAC. The Jericho Arts Centre is volunteer managed and operated for the community. Guest companies are encouraged to contribute to this work and, although this is not a requirement, your commitment could support your application..

(8) A deposit cheque for \$250 for Majors or \$100 for Minors. The cheque will be cashed if the group is accepted and only refunded with a minimum of 30 days notice of cancellation, or after satisfactory completion of the contract.

## **RENTAL COSTS**

The standard contract for use of JAC requires payment of 30% of all box office revenue to be paid to JAC. In addition the guest company is required to pay JAC for the house TD and reimburse JAC for all other out-of-pocket expenses that may be incurred (advertising, insurance, special equipment hire, etc)

Non-revenue producing rentals can also be negotiated.

## **JURY GUIDELINES**

Where more than one company (applies to both Major & Minor productions) have applied for the same time slot, selection is based on the recommendations of an independent jury who are guided by criteria listed below,

### **(1) General JAC Facility Criteria**

- Not for profit use.
- A range of arts activities such as performing arts and visual arts
- Programs, classes, demonstrations, and performances.
- Groups compatible with the resident theatre.
- Groups that fit into the time constraints of the centre
- Groups that contribute to the overall goal
- Groups that provide a financial contribution in accordance with current rates.

## **(2 )Production Criteria**

These criteria are used by the jury for guidelines, in approximate order of priority:

### General Contribution to the Overall Season

- Strength of the script/piece to be performed
- Does the work enhance the season which needs to include theatre, music and dance
- Does the work contribute to involving all ages over the season
- Will this provide experience that helps bridge between amateur and professional status

### Marketability of the Production

- Strength of the Marketing Plan
- Credibility, skill, experience and training of personnel involved
- Strength of creative vision for the production

### Practicality of the Budget

- Is it realistic and does it balance
- Does it cover all the elements necessary for a successful production.

### Practicality of the Technical and Performance Schedule

- Is there enough time scheduled to accomplish technical requirements
- Is the performance schedule appropriate

## **PRIORITY ORDER FOR BOOKING OF JAC:**

This priority order is for use as a guideline only. Discretion & common sense in following the JAC mandate to assist and promote local Performance & Visual Art will be factored into all decisions.

- 1) Resident Theatre Company - Performances & Tech
- 2) 'Major' Guest Productions - Performances & Tech
- 3) 'Minor' Guest Productions - Performances & Tech
- 4) Rentals
- 5) Resident Theatre Company rehearsals
- 6) Guest Company rehearsals
- 7) Other

This priority order is for use as a guideline only. Discretion & common sense in following the JAC mandate to assist and promote local Performance & Visual Art will be factored into all decision

## **USE OF JAC FOR MINOR PRODUCTIONS:**

'Minor' Productions are fitted in when the theatre is dark during or between runs of 'Major' productions. The following considerations are to help share the space effectively:

- 1) Every effort must be made not to negatively impact performances and performing companies
- 2) Groups using JAC during the Tech or run of another production MUST liaise with the Stage Manager for that run and the JAC TD to minimize disruption.
- 3) If furniture & props are to be temporarily moved, this should be arranged with the SM to ensure they are properly stored and returned to the set
- 4) Moving large or "fixed" items from the set, will also require the WRITTEN approval from JAC management
- 5) Seating may be moved, but must be replaced exactly as found, except as may be authorized by JAC
- 6) Seating risers must not be moved without prior written approval from JAC management
- 7) If there is a risk of damaging the floor, a suitable covering must be put down for protection.
- 8) JAC must be left cleaned and swept with garbage removed after each use
- 9) If UP stage lighting and/or sound is to be used, this must be done by the JAC TD and paid for by the Guest Company.
- 10) All stage lighting and sound use must be such that the 'Major' productions are not put at risk.