



# Performer Application Guidelines and Information

## 25<sup>th</sup> Annual Cobargo Folk Festival

### 28 February – 2 March 2020

#### General Information

The Cobargo Folk Festival is a not-for-profit family event presented and organised by the **Yuin Folk Club Inc.** and a dedicated team of volunteers. Any profits from the Festival are used to support local community endeavors and the event next year.

The Festival features music, dance, song, comedy, spoken word, themed and other presentations aimed at all ages and attracts thousands of visitors to one of the most beautiful regions of Australia - the lush Bega Valley.

We believe that the folk ethos is for everyone and that folk traditions are to be handed on through generations. Our workshops and sessions are designed to offer everyone the chance to learn new skills.

The Festival is held at the Cobargo Showground. See the Festival webpage <http://www.cobargofolkfestival.com/> for more details.

By completing our Performer Application, the person doing so acknowledges that they are the designated contact person and have permission to represent the artists/acts in all dealings with the Cobargo Folk Festival.

#### The application process dates are as follows:

May 2019 – 6 July 2019: Applications open;

All applicants will be notified of their acceptance/rejection from August onwards;

Contracts will be sent to all successful applicants by 1 November 2019;

Signed contracts must be returned by 29 November 2019.

#### **NOTE: Applications close on 6 July 2019**

We do not accept late applications so please ensure you have emailed or mailed your application before that date.

#### Returning Performers:

Generally we do not book performers 2 years in a row, so if you played last year, please be aware that it is unusual to be selected for consecutive years. This is the same for local performers.

We may make an exception where an established act fits a hard-to-fill niche or comes up with something new and innovative (such as interesting themed concerts and presentations).

Consequently, do not be too disappointed if your application is not successful if you performed at our last festival.

#### Section 1: Act Name and Contact Details

##### a) Authority and Obligations:

In an effort to minimise the legal jargon and to make the application process as friendly as possible we have avoided the use of strict “terms and conditions”.

It is the responsibility of the representative for the artist/act to pass on all the information provided by the Festival to all members of the act.

Similarly, it is also the responsibility of the representative of the act to inform the Festival of any changes to the information provided in the application. Such changes may have implications with regard to the outcome of the application. It is also the best way to ensure that problems later on with regard to performers' ticketing, admission, accommodation, and performance scheduling are avoided.

b) **Special Note for International Performers**

- i) The Festival usually books international artists each year who are touring Australia at the time. We are not in a position to sponsor acts or arrange tours.
- ii) If you have organised a tour in Australia that coincides with the date of our Festival, we welcome an enquiry or application from you or your agent/manager.
- iii) **We do not provide airfares.** International acts also must arrange their own visas.
- iv) The festival is not able to negotiate visas for international artists. We recommend that international artists intending to tour Australia engage an Australian agent with knowledge of the complex Australian visa system and touring opportunities, as early as possible.
- v) The Australian Government's visa application process is complex and difficult to navigate without such support.

c) **Act Name:**

This is the name that will appear on the Festival website, in promotional material and in the Festival program book.

**NOTE:** A change of title of your act will not be accepted after Contracts have been signed.

Section 2: About Your Act

a) **Performance Type:**

Are you available to participate in activities other than a concert – such as workshops, session, kids program etc? Please indicate all categories that apply to you and your Act?

b) **Number of Performers in your Act:**

We have had instances in previous years where acts have increased the number of members in their act after having been selected, which has essentially rendered the act significantly different to the one we originally assessed and selected, and does raise concern when organizing billet accommodation.

We appreciate that performers may wish to take advantage of certain opportunities that may arise after the initial application to include an additional accompanist for example and we are happy to accommodate this after discussions with the Program Manager.

However, ***the addition of more than two members to the act will be deemed to be a different act to that which was originally selected and the Festival reserves the right to refuse the additions or nullify the original acceptance.***

Acts are free to replace members (within reason) or invite other performers who are booked to perform at the festival to join them as guest musicians, but going from a solo or duo act to a big band is not accepted.

***Dance Groups and Choirs***

Dance groups and choirs must submit an application in the same way as all other acts/performers.

Generally, dance groups and choirs do not receive a performance fee. However, the Festival does provide Festival entry and, if performing on more than one day, members will receive a weekend ticket for the Act members, their partners and any dependant children. Where dance groups and choirs are only available for one day, they will only receive a day pass to the Festival.

The Festival has capped the number of performers in dance groups and choirs at 16, which must include any musicians necessary for the performance. Larger groups may be accepted through prior negotiation but will need to purchase tickets for members in excess of 16.

Names and email contacts for all dance group and choir members MUST be submitted at time of signing the Contract. E-tickets will be issued for entry to the Festival. A dance member or choir member can be substituted if required, but no later than 3 weeks prior to the event. No changes to names will be permitted after that time without approval from Festival management.

c) **Availability:**

Is your act available for the whole Festival? Performances commence on Friday afternoon from 4:00pm and finish on Sunday afternoon at 6:00pm. Please ensure that you indicate if your Act will not be available for any period within these days.

d) **Overview of Your Act:**

Please provide a brief overview of the type of performance offered, instruments played, special features or skills etc.

e) **Members of your Act:**

Please provide the names and ages (if under 18) of all proposed members of your Act.

However, you should note that, if you are accepted, changes to members of the Act can be made (within reason) but the number of people in your Act cannot be increased – unless there are extenuating circumstances.

f) **Music and Social Media Links:**

Please provide links to assist in assessing your application and, if you are successful, to allow us access to promotional material.

**Photographs:** Please provide an image/s suitable for both our printed program and website – the image/s must be high resolution for commercial printing purposes (usually 300dpi).

If images need to be downloaded from your website, please provide a link.

If selected, these images will be used in our printed program booklet and on our website. (If we need to credit a photographer, please provide the photographer's name).

*See also Section 10 – Support Material.*

g) **Act Description:**

If accepted, we will need to have a short description of your act, suitable for our website, social media and program book. PLEASE restrict this to 100 words.

h) **Workshop Availability:**

The Festival is always keen to provide interesting and educational workshops to inspire participation and skill development.

If you are able to provide a workshop we will also require a VERY brief description for inclusion in our Program Book – PLEASE limit to 40 words.

Workshops are an important part of our festival.

i) **Proposed Fee:**

The Festival is a small, not-for-profit event with a limited budget, run by volunteers so please take this into consideration when quoting a fee.

vi) Fees quoted should cover GST (where applicable) and reasonable costs including:

- Reasonable travel costs
- Meals (apart from breakfast if billeted)
- The festival will not provide any hospitality or technical riders.

### Section 3: Accommodation Requirements

The festival provides free billets for performers and on-site camping for performers (bring your own gear). Our billets are provided by the generosity of a large group of local people, whom we know very well and who have billeted our performers for many years. There is limited commercial accommodation available for performers making the trek to Australia from overseas.

The festival provides free weekend tickets for one partner and two dependent children under the age of 18 for every performer engaged for the **full three days** of the festival;

There are powered sites available so you should indicate if this is a requirement as early as possible.

We regret that we are unable to assist performers with other accommodation facilities.

From Friday afternoon, food stalls will be open on-site offering a wide range of meals and refreshments.

### Section 4: Stage & Sound Requirements

Please provide as much information as possible to assist our stage and venue managers to meet your requirements.

NOTE: As for most festivals, it is not possible to provide time for pre-concert sound checks. A line check is possible, but extensive sound checks are not. Our crews are very experienced and have an amazing ability to make you comfortable, relaxed and sound wonderful.

### Section 5: Insurance

The Festival's public liability insurance requires that all performers carry their own insurance. If your requested fee is \$300 or less, you can be covered under our Volunteer Insurance Policy, however, it would be in the best interests of all performers to carry their own public liability insurance.

In response to this need, the Folk Alliance Australia has arranged a relatively inexpensive insurance for performers and groups.

<http://www.folkalliance.org.au/insurance-directory/combined-liability-insurance/>

If your act is selected, you will be required to forward proof of public liability insurance as part of the contract acceptance process.

## Section 6: Selection Process

PLEASE DO NOT CONTACT THE FESTIVAL TO FIND OUT IF YOU HAVE BEEN SUCCESSFUL.

We will contact you regarding your application status. All applications will be acknowledged.

- Those acts selected to perform at the Festival will be contacted and asked to provide us with any necessary additional information
- In very rare cases when the follow up information conflicts with or has changed significantly from the initial application, or the information provided raises problems with the scheduling of the Act, the Festival reserves the right to decline the acceptance of the application.
- Final selection is based on the information provided in the application process.
- The Festival will endeavour to advise applicants within a very short period of the receipt of the application as to whether or not they have been successful.
- An offer letter and contract will be emailed to successful applicants and, once signed, are binding. The Contract will include any specific expectations regarding an Acts performance requirement.
- Please assist us by not leaving it to the last minute to submit your application. It helps us by spreading the workload involved in assessing applications and we may be able to give you a decision earlier as well.

## Selection 7: Selection Criteria

### *Type of Material*

- “Folk” covers a broad spectrum of music styles, both traditional and contemporary.
- The Festival includes elements of traditional song, and dance, Anglo-Celtic, blues, bluegrass, country, indigenous, jazz, Old Timey, world music, bush poetry, cabaret, comedy, and yarn telling.
- It is very difficult to be prescriptive as to styles, and many performers are at home in different music ‘scenes’ (e.g. country and folk). However, performers who are exclusively ‘pop’ or ‘rock’ for example are unlikely to be successful.

### *Performances for Children’s Program*

- Performers who can also play for children and dances are also sought. We would welcome performance offers for our Children’s program. We also prefer performers who do not place too many restrictions on their availability, who can stay for the whole Festival and participate in sessions and the general festival atmosphere.
- Street performers, buskers, artists are welcome to apply but we limit the number of such acts. Acts that have performances suitable for young children (e.g., clowns, magic acts, puppeteers, kids crafts, etc) are sought for our Children’s program.

### *Volunteering*

The Festival welcomes, performers (and their partners) to volunteer if they wish to do so.

### *Support for the Folk Music Scene in Australia.*

- We like to support artists who support the local and national folk music scene by being members of local, State or National Folk organisations.

- Local performers, in particular, are encouraged to be members of the Yuin Folk Club or Candelo Arts Society or similar local organisation.

## Section 8: Programming

In general, the Festival will program up to four performances per act, usually a combination of concerts, workshops and themed concerts over the three days of the Festival.

- If your act has material suitable for one of our themed concerts (e.g. The Political Soapbox concert, The Comedy concert), you may be asked to contribute a couple of songs in one of those.
- We may also invite one or more of your members to contribute to our instrumental forum concerts (e.g. "Guitar Concert", "Fiddle Concert", etc). These will be in addition to your main performances.
- Concert performances per act vary between 45 minutes to 75 mins (usually 60 minutes), workshops 60 to 90 minutes, dance demonstrations 30 to 60 minutes.
- Setup time is usually included within the performance time (e.g. a 60 min spot equates to 50 minutes performance time and 10 minutes set up time). The quicker you can set up, the more performance time you have! If your act has special requirements that will necessitate a longer set up time, you need to let us know so that we can schedule your performances at times that will allow this and minimise the effect on the rest of the schedule.

## Section 9: Performer Passes

- The festival provides free weekend tickets for one partner and two dependent children under the age of 18 for every performer engaged for the **full three days** of the festival;
- The festival provides one guardian ticket for minors attending the festival as solo performers or in independent bands. Guardian tickets are available only for the day of performance. People wishing to upgrade this ticket to a full weekend ticket, may do so at the Earlybird price after advising the Festival.
- For minors appearing in school bands or large groups, the festival will provide tickets for a reasonable number of teachers and adults accompanying the group. The total number of tickets required by a large group must be negotiated with the festival well in advance of the event and will be calculated on the size of the group.
- A maximum of 16 weekend tickets will be provided to choirs, ukelele and dance groups attending the festival for the full three days
- If a performance is on ONE day only, a day pass for that day will be provided. Performers then have the option to upgrade to a weekend pass by purchasing the balance.
- We do not provide additional tickets for other guests unless agreed to in advance with festival management. We do provide passes for performer family members.

Again, we require that the names be supplied in advance.

## Section 10: Support Material

If you do not have any sound samples or video clips available to be viewed on the Internet, then please send us a CD (either a commercially available disk or a demo that is representative of the act applying).

### ***Representative Sound Sample:***

- If you are applying as a solo act, a recording of you with a backing band would not be representative of your act.
- We would rather hear a poor quality recording of you solo than a slick, commercially produced CD of you with a number of backing musicians.
- Similarly, if you are proposing to have some accompanying musicians, please endeavour to include them on the recording submitted. A recording from a live performance would be ideal.

### ***Additional Information***

- Sending additional bio / background information is NOT a substitute for supplying a brief bio on the application form. The latter will be used for the performer information in the program book. So think carefully about the wording of this bio. Many performers have a prepared media document with multiple bio versions; for example a 25-word bio, 50 word bio that can be used for different purposes.

## **Section 11: Rejected Applications**

The Festival receives many times the number of applications than we can book. There are always many disappointed acts. Rejection of an application does not reflect lack of quality.

Choices in programming are made on a number of different criteria each year and we endeavour to produce a varied program from year to year.

If not successful one year, please consider reapplying for another year.

Unsuccessful applicants are also reminded that the Festival has blackboard-concert type venues and you are welcome to attend and participate in such concerts, sessions, etc.

Our Festival organisers often “talent-scout” such venues for future festivals or folk club concerts throughout the year.

## **Section 12: Contacts**

Carolyn Griffin (Performer Liaison): 0400 391 324

Email: [performers@cobargofolkfestival.com](mailto:performers@cobargofolkfestival.com)

Postal Address: Yuin Folk Club Inc, PO Box 5126, Cobargo NSW 2550

The Festival Organising Committee hopes that the above information has been helpful in deciding whether or not to apply and of assistance in the completion of the application process if you do decide to go ahead. Please ensure that you contact us if you have any questions regarding the guidelines or application. Good luck with your application!