

Puppet Animation Festival

Guidelines for Artists & Companies

PUPPET
ANIMATION
SCOTLAND

Thank you for your interest in Puppet Animation Festival 2019, 30 March – 20 April. We have put together these guidelines to give you an overview of how the festival process works and to highlight what we offer to our artists and companies to inform you on how to approach your application to us.

Why apply to Puppet Animation Festival?

Puppet Animation Festival is the UK's largest performing arts event for children, with a diverse programme of events for children between the ages of 0-12 all over Scotland. In 2018 we celebrated our 35th anniversary, presenting 165 events in over 90 venues across Scotland and the North of England.

The festival allows Puppet Animation Scotland to champion artists and companies who create work for children. Festival participants have the opportunity for their work to be seen by venues and bookers, get to be a part of the wider festival programme and community, tour across the country, receive marketing and administrative support for their event.

Previous participants have said:

"Excellent. Would not hesitate to be involved again and would highly recommend to other artists." – Cultured Mongrel Dance

"We are very pleased with the service PAS provided throughout the process. Staff spent a lot of time assisting us with what was a particularly busy tour. The best thing was that through PAF we performed in smaller rural venues. Those were the highlights of the tour for the performers and company members on tour." – Vision Mechanics.

Application Process

If you are interested in taking part, please send an email to projects@puppetanimation.org, including the following information:

- Tour pack for the production, workshop or animated film, including basic technical requirements
- Short biography of the artist/company
- Links to website and previous work (including images)
- Video footage of the proposed production/film

Please note that the festival is largely a rural touring event and, with this in mind, particular stipulations for participating artists regarding technical requirements, company size and transport must be considered when applying. Once we have discussed the suitability of your proposed event and have accepted your proposal, we will send you an information collection form for the creation of our Production Pack.

What's Next?

Once we have received all the applications, we select a programme of around 25 productions, workshops and animated films. We then circulate our Production Pack – containing the marketing, technical specifications and fees of the participating companies – to our network of Scottish venues who, in collaboration with Puppet Animation Scotland, select a programme of productions, workshops and animated films for their audiences.

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Once we have confirmed all our venues' choices, participating companies are provided with their tour schedules. We aim to provide all productions with at least three performances.

DISCLAIMER: We act as a booking agency for our venues to programme the work on offer during the festival. The booking process is unpredictable every year dependent on each bookers' programming preferences, technical capacities and locations. These are varying factors and we work closely with venues to ensure that the booked events fit. We aim to provide all applicants with at least three performances, but we may find that by the end of November if your work has received no bookings, we will conclude your involvement in the festival and provide thorough feedback of the process and our decisions.

Bookings

Once the production pack has been finalised it will be sent to our network of venues across Scotland. The venues then have until the end of November to make their programming choices. During this time companies will be provided with updates on the number of bookings they have secured. If there are dates during the festival you can't perform, these will be blocked out. Once the booking process has finished companies will be issued with Tour Schedules which provide details including, date, time, venue, contact information, travel and accommodation arrangements, and whom to invoice for fees and travel.

Travel

Artists and companies will be travelling to and from venues themselves and with this in mind will need to secure their own transport. There is the possibility of using public transport, however this would cause an increase in costs to venues and would also make some of the rural venues less accessible.

Where travel to and from a venue totals 150 miles or less, companies will be expected to cover this cost. Therefore, it is necessary that your company fee be mindful of this. For travel to venues where the round trip is more than 150 miles, you will be compensated at a rate of 45 pence per mile. Travel is measured from your home or, for English companies, from Edinburgh, or if mid tour, between venues.

For example:

Company A, Glasgow

Booking 1: Harbour Arts, Irvine

Booking 2: Macphail Centre, Ullapoll

Travel from Glasgow – Irvine – Glasgow = 68 miles

This will not incur fuel compensation, as it is less than 150 miles.

Travel from Glasgow – Macphail Centre – Glasgow = 446 miles

This will incur fuel compensation, as the travel is more than 150 miles, but will not include the first 150 miles. I.e. 446 miles – 150 miles = 296 miles x 45ppm = **£133.20**.

Where any journey requires ferry travel, this will be covered by either the venue or Puppet Animation Scotland.

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Accommodation

Non-Scottish based companies will have accommodation provided for them for every evening of their tour. For all other companies, where you could not reasonably get to the venue and back home in a day, accommodation will be provided. This is booked and paid for by the venues and/or Puppet Animation Scotland and agreed in advance.

Fees

Fees are paid to the company per performance by either the venue or Puppet Animation Scotland. Fees usually range from £180-£550. If you would like to set-up a meeting to discuss your budget costs and any other concerns, please email info@puppetanimation.org and we will set-up a meeting with one of our team members.

Technical

We tour to a variety of venues, from classrooms to community centres. This means companies need to be prepared for little to no technical support. Where companies are touring to large scale venues we will organise for a technician to be on hand. Please be clear in your applications with what technical equipment you will provide and expect the venue/booker to provide.

Marketing

The companies are not required to carry out marketing activities, though it does help. We use Instagram, Twitter, Facebook, our websites and newsletters to spread the word of the festival and list the events across a variety of listings websites. We also create posters and flyers which are sent directly to the venues for distribution 6-8 weeks prior to the booking. We strictly advise companies to not share their own print with venues but to consult with us if they have any concerns or changes.

Overall Festival Process Timeline

June – July	Applications submitted
August	Production Pack created
September – November	Tour Booking
December – January	Tour finalised
January – February	Marketing campaign launch and Print produced
March	Technical, travel and accommodation arrangements confirmed
30 March – 20 April	Puppet Animation Festival 2019
April – June	Evaluation

If you have any questions please don't hesitate to get in touch with us on 0131 341 4314 or via email at info@puppetanimation.org