

Q: What's the criteria for best of fest?

A: "Best selling show in each venue" based on first four performances.

Q: Dimensions & DPI?

A: On the show listings form

640 x 640 for web (colour)

1.75 w x .75 h (grey scale)

Q: Will the photos be two-toned?

A: Photos will be black & white in the print program and colour online.

Q: When can people buy tickets at the door?

A: One hour before the show

Q: Can I set up comps so that 2 mins before starting time anyone with an artist pass can come in?

A: No, it's too complicated for volunteers to manage and it gets chaotic with a bunch of people waiting with 2 mins to show. It results in oversold shows that start late.

Q: Is there an option to buy a ticket and pin together?

A: Yes, either in person or online. Online option is TICKET or TICKET + PIN, if they choose TICKET + PIN they can pick up the pin at their venue by showing their ticket.

Q: What time is the info station open for half price tickets? Just one performance?

A: 5-1030 on weekdays and 2-1030 on weekends. Yes, just one performance.

Q: When do you get the box office reports? Can we find out what media saw our shows?

A: Breakdown with each payout, if you want numbers for each show you can get in touch.

Q: Can you send the cheque out of town after the festival?

A: Yes, just let us know.

Q: Is the setup and teardown time part of your 60 minute slot?

A: No, it is 60 minutes for the performance only (this includes applause, laughter, etc.). You will have 10 minutes to set up and strike before/after the performance. 10 minutes for audience to enter as well.

Q: What about babes-in-arms?

A: Not advertised, but if they do not require a seat then they likely don't need a ticket. Up to the discretion of our FOH, not the show's producer.

Q: Will you ever have a show back-to-back?

A: Sometimes they can be last show one day and first show the next day, but will never play back to back in the same day.

Q: If our show is 45 minutes, does that mean we have 15 extra minutes to strike?

A: Official answer is no, you don't. Unofficial answer is kind of, yes? Theoretically you gain 15 minutes at the end, but not the start.

Q: Can you ask volunteers to instruct patrons to sit in the front if you have a half-full house?

A: Nicely, yes.

Q: Are all venues accessible?

A: All except for studio leonard-beaulne, there will be an accessibility page on our website that explains what the barrier is.

Q: Is there limited space for posters on the chloroplast boards?

A: We get more every year, but we do ask artists to be conservative about their poster.

Q: Fundraising- some artists sell merch?

A: Yes, but we ask that you sell it in the lobby after you have struck your venue or designated a volunteer (from your company) to sell it in the lobby while you strike.

Q: Tech Rehearsal?

A: 3 hours, setup, program light and sound cues, do a Q2Q or tech run, and a run if possible. Tech workshop can give a more detailed sample of how that 3 hour period should go. You can pretty much count on having a daytime tech rehearsal, unless you're in the youth category.

Q: Are the lighting plots available to us?

A: They're on the performer's page, some may be updated this year if anything has changed.

Q: Parking?

A: City hall is \$2 on weekends and after 6pm

Q: Tech form- identifying what specials we want? Do you want us to say the look we're going for or what we will need?

A: Give as much information as you have at the time. I.e: we need a spotlight downstage centre, we have a thunderstorm, etc.

Q: Do you have an inventory of sounds?

A: Ted may be able to help lead you to source sound effects ahead of time, (point you in the right direction), but you are responsible for preparing all your own sound cues.

Q: Posters, what size should they be?

A: 11 x 17 or 8½ x 11 if you prefer. And some people do handbill postcards. Trying to be more eco friendly, leaving postcards on tables, etc.

Q: How many postcards/posters do you recommend?

A: Depends how many postcards you think you will actually hand out, generally 100-250 is plenty.

20-25 posters if you're just going around fringe site. 50-75 if you want to go into neighbourhoods. Get torn down on the 1st and 15th so maybe budget to do 2 rounds. Postering Ottawa will print and put up your posters for \$1 each, and then you can poster the festival site yourself. Merriam Print is also good, they're fast cheap and close. Merge is also very affordable in Hintonburg.