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## Submission for the 2018 Programme

## The Meteor Theatre – A Space for the Community to Share Creative Experiences.

We are seeking submissions for creative projects across all performing arts genres and community initiatives for our 2018 programme.

Please contact the Theatre Manager, Deborah Nudds, at deborah@themeteor.co.nz if you would like to discuss any aspects of your project or production process before submitting this form.

THE METEOR THEATRE:

* Is working to build and support the culture and creativity of our diverse community from an artistic and audience perspective.
* Enables creative potential, by fostering and embracing a culture of accessible and innovative support.
* Aims to support our community through providing access to an affordable and sustainable space.
* Believes art is essential for the soul of humanity.

HOW IT WORKS:

The Meteor operates on a risk-share model, where we charge 20% of your total gross box office or a nominal daily hire fee, whichever is higher.  We take the creative and financial risk with you and collaborate along the way! The venue hire includes the use of most theatre equipment, some technical support labour, marketing assistance and box office support.

The Meteor team are actively working on audience development and we will work closely with you for the success of your project. We offer lots of practical support to help you reach your goals and your audience.

We always try to fit in as many creative projects as possible, but please ​remember​ ​we​ ​have​ ​high demand on our performance space​ ​and​ ​unfortunately​ ​may ​not​ ​be​ ​able to​ ​programme​ ​all​ ​the​ ​submissions​ ​we​ ​receive. ​

If you want more info about what the Meteor offers as a venue, please visit ‘Use The Space’ at our website: [www.themeteor.co.nz](http://www.themeteor.co.nz)

To make your submission - just answer the questions below, then email this form and your supporting documents to deborah@themeteor.co.nz We will be in touch to carry on the conversation. We look forward to working with you for the success of your project.



WHAT WE NEED TO KNOW:

**Name and Background of Company, Individual or Co-op (Please tell us a little about your production entity, send any supporting documents or links to previous work)**

**Name of Project / Performance:**

**Discipline/Genre:**

**Main Contact Details (please provide Name, Phone & Email):**

**Second Contact Details (please provide Name, Phone & Email):**

**Description of Show (200 words max)**

**Why do you want to do this show? What is your goal with this project? The Pitch- Sell it to us! (300 words max)**

**Is this an original show of your own devising or writing?**

**Or when has this show been performed before? (Please give date and location of last performance in NZ)**

**Key People Involved - Please provide Name, Phone & Email details**

**Director:**

**Producer:**

**Marketing:**

**Production Manager:**

**Designers:**

**Technicians:**

**Stage Manager:**

**Number of Performers and Crew?**

**What are your technical requirements?**

* **Please provide details of any specific Lighting/Sound/AV requirements.**
* **Are there any special requirements? ( hazer, smoke, strobes, pyrotechnics, loud noises, age restrictions etc?)**
* **Please attach a draft production timeline**

**What set elements do you have?**

* **Please provide details of any set, props and workshop storage needs.**

**How will you market your show and who is your target audience?**

* **We need details of how you intend to promote your show.**
* **What audiences would you like to target and why? How will you reach them?**
* **Please attach a draft marketing plan (refer to marketing timeline template at end of this document)**

**What is your projected audience size? (Our standard theatre seating configuration is 116, the auditorium has a max capacity of 350 standing)**

**What is your projected ticket price?**

**Is your show dependent on funding? (Please give details of grants applied for)**

**What are your preferred dates and length of season?**

**First choice:**

**Second choice;**

**Third choice:**

**What is impossible for you date wise?**

**Would you consider double billing with another show?**

**Duration of the Show? (how many minutes)**

**How many performance days over your ideal season?**

**Does this performance involve an exhibition or display in the foyer?**



DECLARATION

**I​ ​certify​ ​that​ ​all​ ​information​ ​in​ ​this​ ​submission​ ​is​ ​correct​ ​at​ ​the​ ​time​ ​of​ ​writing.**

**Name:**

**Date:**

***Please​ ​email​ ​your​ ​submission​ ​to​ ​​deborah@themeteor.co.nz***

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# Show Marketing Plan Template

**Basic Activity Timetable**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Week Starting*** | ***8 wks out*** | ***7 wks out*** | ***6 wks out*** | ***5 wks out*** | ***4 wks out*** | ***3 wks out*** | ***2 wks out*** | ***1*** ***wk out*** | ***Prod wk*** | ***Perf wk*** | ***Perf wk*** |
|  |  Activity |   |   |   |   |   |   |   |   | Prod | Shw | Shw |
| 1 | Graphics |   |   |   |   |   |   |   |   |   |   |   |
| 2 | Tickets on sale |   |   |   |   |   |   |   |   |   |   |   |
| 4 | Facebook campaign |   |   |   |   |   |   |   |   |   |   |   |
| 5 | Photos of cast |   |   |   |   |   |   |   |   |   |   |   |
| 6 | Banner |   |   |   |   |   |   |   |   |   |   |   |
| 7 | Printing |   |   |   |   |   |   |   |   |   |   |   |
| 8 | mail list mailouts |   |   |   |   |   |   |   |   |   |   |   |
| 9 | on what’s on websites |   |   |   |   |   |   |   |   |   |   |   |
| 10 | Posters up  |   |   |   |   |   |   |   |   |   |   |   |
| 11 | Launch night |   |   |   |   |   |   |   |   |   |   |   |
| 12 | Articles paper |   |   |   |   |   |   |   |   |   |   |   |
| 13 | video clips  |   |   |   |   |   |   |   |   |   |   |   |
| 14 | Invites to premiere sent |  |  |  |  |  |  |  |  |  |  |  |
| 15 | business social clubs |   |   |   |   |   |   |   |   |   |   |   |
| 16 | school/church/groups |   |   |   |   |   |   |   |   |   |   |   |
| 17 | Newspaper ads |   |   |   |   |   |   |   |   |   |   |   |
| 18 | radio giveaways |   |   |   |   |   |   |   |   |   |   |   |
| 19 | talk at uni |   |   |   |   |   |   |   |   |   |   |   |
| 20 | markets fliers |   |   |   |   |   |   |   |   |   |   |   |
| 21 | newspaper what’s on |   |   |   |   |   |   |   |   |   |   |   |
| 22 | Reviews |   |   |   |   |   |   |   |   |   |   |   |
| 23 | flashmob |   |   |   |   |   |   |   |   |   |   |   |
| 24 | premiere night |   |   |   |   |   |   |   |   |   |   |   |