

## JAC GUEST PRODUCTIONS - GENERAL INFORMATION

**Major Guest Production** slots and **Minor Dark Night Production** Slots are available.

**Major Guest Productions** are scheduled for a minimum of seven consecutive days in JAC for Tech & performances. Typically, the maximum period allowed for Major Guest Productions is four weeks. **Major Guest Productions** are scheduled between shows by the **Resident Theatre Company, United Players**.

**Minor Dark Night Productions** can be scheduled on Mondays, Tuesdays, and Wednesdays during United Players (UP) scheduled runs, since UP performs only Thursdays through Sundays. **Minor Dark Night Productions** typically must work on or around the set and lighting installed for the United Players show.

## TIMETABLE AND DEADLINES

All typical dates listed below are disrupted by COVID.  
Current Season Applications for remaining time-slots in the coming season can be applied for at any time.

Please refer to the JAC Calendar on the website for dates and times that are open to application. On days when there are no bookings JAC is available all day, by application.

The traditional timetable for processing in a normal year is:

March 24th: Deadline for initial application by **Major Guest Productions** for upcoming season. These can be made using the form “**JAC Preliminary Application for Upcoming Season**” found on the JAC website. We recommend that a “**JAC Preliminary Application for Upcoming Season**” is submitted as soon as applicants have a concept.

April 21st: Short-listed **Major Guest Productions** notified

May 1st: **JAC Shortlisted Guest Company Detailed Application Form** should be submitted.

May 15th: Submissions juried

May 30th: Successful applicants informed

June 10th: Deadline for acceptance by major applicants.

## **Shortlisted Guest Company Detailed Application SUBMISSION REQUIREMENTS:**

Short-listed applicants are asked to provide detailed information. 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 (non financial) to JAC community. 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) Connection(s) to West Point Grey (9) A booking deposit cheque for \$250 for Majors or \$100 for Minors. The cheque will be cashed if the group is accepted and not refunded until 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. There will be a minimum fee, set at time of contract, to protect JAC in the case that Guest Company ticket sales are very low. 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 as a daily fee.

**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 and artists and technicians of diverse ethnicities 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 Connection to West Point Grey • Are the artists involved currently residing on or hailing from West Point Grey • Is the theme of the show relevant to or pertaining to the West Point Grey community

**PRIORITY ORDER FOR BOOKING OF JAC:** 1 Resident Theatre Company - Performances & Tech 2 'Major' Guest Productions - Performances & Tech 3 'Minor Dark Night' 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 decisions.

**USE OF JAC FOR MINOR DARK NIGHT PRODUCTIONS:** 'Minor Dark Night' Productions are fitted in when the theatre is dark during or between runs of 'Major' productions (Typically: Mondays, Tuesdays & Wednesdays). 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.