



**MILANO OFF FRINGE FESTIVAL - 4th Edition
SEPTEMBER 18TH / OCTOBER 2ND 2022**

CALL FOR ARTISTS APPLICATION GUIDELINES / MI OFF 22

MILANO OFF FRINGE FESTIVAL 22 will take place in the city of Milano, with theaters and new performance spaces hosting innovative productions and artistic projects from national and international fringe circuits.

The Call for Artists Application for the
4TH MILANO OFF FRINGE FESTIVAL (MI OFF 22) can be submitted
exclusively ONLINE through the appropriate form, found at the following link:

www.milanooff.com/invia-bando

To be considered, the application must be
completely filled out and accompanied by all of the requested documents.

Applications can be sent in
before and no later than 23:59 on Sunday May 29th, 2022

Applications submitted for the MILANO OFF FRINGE FESTIVAL 2022 are also eligible
for participation in
CATANIA OFF FRINGE FESTIVAL 2022:

by ticking the appropriate box at the end of the online registration form
and paying a singular application fee of €15,
applications will also automatically be considered for participation in the Catania
Off Fringe Festival.

The CATANIA OFF FRINGE FESTIVAL will be held in Catania, Sicily from
October 16th to 30th, 2022.

NOTE: Compilation and submission of the MI OFF 22 Call for Artists Application constitutes automatic acceptance of the APPLICATION GUIDELINES contained in this document.



CALL FOR ARTISTS 4TH MILANO OFF FRINGE FESTIVAL (MI OFF 22)

APPLICATION GUIDELINES

1) ONLINE PARTICIPATION APPLICATION

1.1 The participation application for Companies/Artists of the 4TH MILANO OFF FRINGE FESTIVAL (MI OFF 22) can be compiled and submitted **exclusively ONLINE through the appropriate form, found at the link: www.milanooff.com/invia-bando**.

1.2 Applications must be **completely filled out and accompanied by all of the requested documents** to be considered.

1.3 Applications must be sent in **before and no later than 23:59 on Sunday May 29th, 2022 (with the only exception being an eventual announced extension by MI OFF 22)**

1.4 Any information and/or further documentation provided after submission of the application form must be sent via email to **bando@milanooff.com**, referring to the unique **protocol number** assigned to each application.

APPLICATIONS CONSIDERED COMPLETE WILL INCLUDE:

1. Title and complete info on the proposed production;
2. Presentation of the production (maximum 1 page)
3. A short synopsis (up to 800 characters)
4. Minimum of two high-resolution photos (16:9 in JPG format)
5. The genre of the proposed production (delineated in the categories referred to in **point 2**);
6. Program Credits and any additional general information (length, artist(s), director(s), authors(s), production company, etc.);
7. Links to both a trailer and full video of the show, or alternatively a video of a rehearsal if the production is still in development;
8. SIAE registration codes if the text and/or music is registered under Italian Copyright Law, or a SIAE exemption declaration if the author of the text and/or music is not registered by SIAE or covered by Italian Copyright Law in any way;
9. Technical specifications of the production, describing both the minimum indispensable requirements for production and any additional, optional specifications;
10. Detailed information on the company/artist, and contact info for the person of reference;
11. Biography and resume of the artist(s)/company with links to website and/or social media;
12. List of everyone who will participate in the festival and their specific roles;

13. Authorization for data use and processing;
14. Declaration ability to produce INPS / EX ENPALS certificates, or for a non-Italian company an equivalent certification;
15. Acceptance of MI OFF 22 regulations and GUIDELINES.

ATTACHED DOCUMENTS

1. Technical Specifications;
2. Script (in pdf format);
3. If available, any press reviews of the proposed production and/or of the company/artist(s);
4. Receipt of application fee of 15,00 (either through PayPal or bank transfer)

2) ACCEPTED GENRES AND CATEGORIES

MI OFF 22 will accept productions from a variety of performative categories which are part of both the national and international fringe theater scene.

Productions belonging to the following genres will be admitted to the festival:

- **PLAYS (CONTEMPORARY PIECES, REVISITATIONS OF CLASSICS, COMEDY, DRAMA, ABSTRACT, ETC.)**
- **MONOLOGUES AND STAND-UP COMEDY**
- **NEW MUSICALS, OPERETTAS AND OPERA "OFF"**
- **PHYSICAL THEATRE, CLOWNING, VISUAL THEATRE**
- **"TEATRO CANZONE"**
- **DANCE THEATRE**
- **CHILDREN'S THEATRE**

3) VENUES, DATES AND TIMETABLES

3.1 The admitted productions will be hosted in various venues participating in MI OFF 22 throughout the city of Milan, published on the "PERFORMANCE SPACES" page of our website at: www.milanooff.com/it/i-luoghi

Each facility will host one to three shows per day.

3.2 Each production, selected by both the artistic direction of MI OFF 22 and the hosting venue, can decide whether to participate in either one or two weeks of the Festival, performing a total of 4 times per week (1 per day) from Thursday, September 22nd to Sunday, September 25th, and/or from Thursday, September 29th to Sunday, October 2nd 2022.

3.3 Each participating production will coordinate with their respective performance space on when to enter the venue and when to organize rehearsals, scheduled for Wednesday, September 21st and/or Wednesday, September 28th.

3.4 Within each venue, the performances will rotate nightly, with each production performing at least once in each of the different time slots.

3.5 Productions will be scheduled within the following approximate time slots: **Afternoon: 17:00 - Sunset: 19:00 - Evening: 21:00**. Each performance space, however, can freely plan different times according to their organizational needs.

3.6 The Festival programming, including venue assignments and time slot rotations, will be defined by MI OFF 22 in coordination with the artistic directors of each participating performance space.

3.7 The timing of load-in and strike for each production will be coordinated directly with its performance space, taking into consideration the presence of other co-inhabiting productions; as a guide, each production will have a **maximum of 2 hours total** for the entire set-up, performance, and break-down each evening.

3.8 The performances must be a **maximum of 80 minutes in length**.

3.9 Any difference in timing set-up, break-down and performance duration must be agreed in advance with the technical and artistic direction of both MI OFF 22 and the participating performance spaces.

3.10 Within 21 days of submission deadline of the MI OFF 22 Call for Artists, all productions selected to participate in the Festival will be defined and assigned to their respective performance spaces.

4) APPLICATION EVALUATION FOR FESTIVAL PARTICIPATION TERMS AND CONDITIONS

4.1 Each company/individual entity may propose multiple productions by paying the **application fee of €15.00** for each production submitted, in order to cover preliminary organization and registration costs.

4.2 Each production proposal that has completed the **€ 15.00** fee payment, even if not selected by the artistic committee to participate in this year's MI OFF 22 festival, will still enjoy the following benefits:

- With the company/artist's consent, the proposed production will be published on a dedicated page of our website www.milanooff.com, with links containing the application profile of each proposal. The page will remain online until the next edition of Milano Off Fringe Festival.
- Each production will receive a digital **MI OFF FIL CARD PRO**. The card will be in the name of the company/artist and will give 2 people access to all "OFF-OFF" events (both professional and non-professional) reserved for cardholders, as well as allow for reduced tickets (theatre operator price) for 2 people to all MI OFF 22 performances.

4.3 Individual artists or companies of any nationality can participate in the Festival with performances in any language; Italian surtitles are preferred but not mandatory.

4.4. Productions can be new works or previously published/performed works.

4.5 Show scripts attached to the application are accepted in **Italian, English, French and Spanish**. Any script in an alternative foreign language must also be provided in **Italian or English**, so as to allow a thorough and sufficient application review by the artistic direction committee.

5) PRODUCTION SELECTION PROCESS

5.1 The MI OFF 22 artistic committee will make a preliminary selection of received applications based on the following criteria: artistic value, respect for the submission deadline, compatibility of the production's technical specifications with the participating performance spaces, and overall completeness of the application and supplementary materials.

5.2 Once a preliminary selection is made, the applications will be reviewed by the participating performance spaces, who will work with MI OFF 22 to make the final selection of participating productions to perform in their venue.

6) PARTICIPATION AGREEMENT PROTOCOLS and FEES

6.1 When selection results are communicated to applicants, each production chosen to participate in the festival will be sent a MI OFF 22 participation agreement via email, which must be signed by the participating production, the hosting performance space and Milano Off.

6.2 The Participation Agreement defines and regulates: all organizational details, economic conditions of the festival, timetable for daily performances, technical specifications of the performance and hosting venue, and any additional details necessary for full agreement transparency, including penalties for a lack of application response, reimbursements for damage caused to the structures and the procedures for issuing SIAE permits.

6.3 The Participation Agreement will be sent by MI OFF 22 staff to the email address indicated on the production's application submission.

6.4 Within 5 days of receipt of the Participation Agreement, the company must return (via email) the countersigned Participation Agreement with MI OFF 22 (and with the hosting performance space), along with a copy of either the bank transfer or PayPal receipt of the participation fee.

6.5 The participation fees for MI OFF 22 - used for organization, promotion, and venue coordination- are structured as follows:

- A. **for productions hosted in performance spaces up to 50 seats, € 50.00 for one week and €100.00 for 2 weeks** (for each participating production and for 4 performances per week)
- B. **for productions hosted in performance spaces up to 100 seats, € 75.00 for one week and €150.00 for 2 weeks** (for each participating production and for 4 performances per week)

- C. **for productions hosted in performance spaces over 100 seats, € 100.00 for one week and €200.00 for 2 weeks** (for each participating production and for 4 performances per week)

6.6 For each selected production, the sum defined as above and in the Participation Agreement will be paid to Milano Off Associazione Culturale in the following ways:

- Online via PayPal
- By bank transfer: **IBAN IT 25 V 03589 01600 010570 667888**

With the following transfer subject:

Contribution for participation in MILAN OFF FRINGE FESTIVAL 2022 for promotional, organizational and production expenses (specifying production title and the registration number).

7) WITHDRAWAL

7.1 From the moment of application submission to MI OFF 22's Call for Artists, all productions **automatically agree to give their full and irrevocable availability to participate in the Festival for the indicated performance dates**, according to the conditions and terms described in these guidelines.

7.2 Productions that have applied for festival admission and who have paid the application fee, in the event they are no longer able to participate in MI OFF 22, can cancel their participation application no later than the Call for Artists deadline. In this case, **the €15.00 fee will not be refunded.**

7.3 Productions selected to participate in MI OFF 22 who sign the Participation Agreement, in the event they are no longer able to participate in the festival for reasons not deemed to serious and unavoidable (such as health, bereavement, or natural disasters), will still be required to pay the participation fee as noted in article 6.

8) PAYMENT PERCENTAGES and CONDITIONS

8. Participation compensation is divided in the following way:

8.1 **50% of each venue's proceeds**, net VAT tax, of each performance space will be divided equally among their participating productions.

8.2 The proceeds of each production will be certified by C1 SIAE models.

8.3 The total sum due to each production will be communicated within 15 days of the end of MI OFF 22, or alternatively at the conclusion of SIAE administrative procedures.

8.4 Productions are required to present a regular invoice or equivalent fiscal document valid for tax purposes of the sum due to them **within 10 days after the sum is communicated** by Milano Off. **After this deadline and after three solicitations from MI OFF 22, due to the need of the Festival administration to proceed in the preparations of the final balance, the organization will no longer be able to proceed with the disbursement of funds and the production will be deprived of the right to receive the amount owed.**

8.5 Payment of funds by MI OFF 22 will take place within 15 days of receiving an invoice or equivalent document valid from the participating production.

8.6 In the event that Italian copyright expenses (SIAE) exceed the portion of proceeds earned by a production (referenced in 8.1), MI OFF 22 will send an invoice for any remaining fees, to be paid by the production within 15 days of receipt.

9) FULL, REDUCED, OPERATOR and SUBSCRIPTION TICKET PRICES

9.1 Ticket costs will vary from €15.00 (full) to € 10.00 (reduced) depending on the performance space.

9.2 MI OFF management reserves the right to apply price reductions, offer subscription packages and apply other discounts for up to 50% of the full entrance cost, as well as to provide courtesy tickets for Festival operators and artists equivalent to ticket taxes and not exceeding € 5.00.

9.3 MI OFF 22 will offer packages/subscriptions for differing numbers of productions, to be chosen among all those scheduled, at a reduced cost.

9.4 Final admission and subscription prices will be specified in the Participation Agreement, signed with the individual productions and in agreement with the artistic direction of each hosting performance space.

9.5 All prices are listed with pre-sale fees already included, which are to be detracted from the price of individual tickets both online and at the box office, and to be counted in the final balance and compensation calculations.

10) ITALIAN COPYRIGHT (SIAE) – COSTS AND SERVICES – SIAE REPRESENTATIVE– TICKET SALES

10.1 Each production is entirely responsible for paying their own Italian copyright fees (SIAE), which will be deducted from their final payment total.

10.2 Either MI OFF 22 or the individual performance spaces are responsible for the service and management of box office sales, the management of ticket sales, and the closing and cash balancing of C1 SIAE models for each individual performance.

10.3 The box office will be centralized for all performances of MI OFF 22, utilizing a single operating system which will be the sole manager of ticket sales for all events. A pre-sale fee of € 1.50 for each ticket purchase will be applied (even at the box office).

10.4 MI OFF 22 and the hosting performance spaces will activate ticket sales for each individual event, as well as the related cash closures, via an automated central ticketing system.

10.5 MI OFF 22 and the hosting performance spaces will provide staff to collect/check tickets at the

door, unless otherwise agreed upon by the participating production.

10.6 MI OFF 22 and the hosting performance spaces will be responsible for all financial reporting of events held within the scope of the Festival, as well as responsible for dispersing the related payments to participating productions via the agreed upon method, percentage, and timeline.

11) INPS/EX ENPALS - CONTRIBUTION PAYMENTS

All productions are responsible for paying the work contributions required for actors and technicians for the duration of the performances, and they will have to present their INPS/EX-ENPALS certifications (or a non-italian equivalent certification), to MI OFF 22 a minimum of 15 days prior to the Festival start date.

12) MARKETING AND PROMOTION

12.1 MI OFF 22 guarantees marketing and promotion of the overall Festival through its own channels.

The Festival promotion will include: flyers, posters, festival program, leaflets, a dedicated MI OFF app and website, radio spots, social network campaigns, press advertisements, and press office coverage.

12.2 However, this intervention must not be considered a substitute for the promotional activities that the individual productions and performance spaces must be able to, through their own means, execute both before and throughout the duration of the Festival.

12.3 All participating productions are warmly invited to participate in the daily activities held parallel to the performances, both within VILLAGE OFF and within spaces throughout the city organized for the "Off-Off " portion of the festival (such as panels, workshops and events). Productions are also encouraged to participate in the initiatives that MI OFF 22 intends to organize aimed at promoting both the festival in general and individual events, such as parades, flash mobs, and speed dates.

12.4 Specific discussion panels focusing on certain performance themes may be organized. In the event a production fits a specific theme, the artistic team of this production will be asked to actively participate (es. a production on human rights will be asked to sit on a Human Rights panel discussion).

12.5 Any promotional material printed by individual productions must bear the MI OFF 22 logo, as well as any other additional logos previously communicated by MI OFF 22 at the time of admission.

12.6 In order to maximize the effectiveness of the promotional activities, companies are invited to coordinate with the press office of MI OFF 22. Before and during the Festival, companies are specifically encouraged to promote themselves through their personal press offices, through social media and/or in any other way they see fit (such as physical, autonomous distribution of flyers and promotional material). To this effect, MI OFF 22 will issue guidelines to the companies before the festival, specifying limits to promotional actions in accordance with local laws and regulations. Any legal action or fine issued from the violations of these laws and regulations are the complete responsibility of the production which committed them.

12.7 Companies are encouraged to participate in all organization, communication, and coordination meetings organized by MI OFF 22 staff up until and throughout the festival.

12.8 It is highly recommended that companies participate in the opening day of the Festival, held on **Sunday September 18th, 2022**. Program details will be communicated at a later date.

13) TECHNICAL EQUIPMENT

13.1 **Each performance space will provide its own audio/lighting equipment** available for use by the productions, as well as a general manager of the space for reference.

13.2 **Each production must have its own technical representative on site** who will follow the load-in, the performance and strike of their performance.

13.3 Each production will have a specified period of time for set-up, performance and breakdown (as indicated in point 3) for every performance.

13.4 The productions, when compatible with the structural and technical limits of the performance spaces assigned to them, will be able to integrate additional technical equipment at their own expense. This must always take place in compliance with the time limits assigned for set-up, performance, and strike, and must be approved in advance with the technical and artistic direction of MI OFF 22 and the hosting theater structures.

13.5 In the days leading up to MI OFF 22, i.e. Wednesday the 21st and/or Wednesday the 28th of September (depending on space availability), each production will have access to their assigned performance space for a few hours for the purpose of set-up, lighting checks, and performing a technical run through of their production.

13.6 Productions will be assigned to their respective performance spaces by taking into account their technical requirements and compatibility with the technical requirements of other productions in the same space, with the ultimate goal to reduce as much as possible the time needed for set-up and break-down between performances.

14) HOSPITALITY

14.1 The costs of travel, lodging, and expenses are the sole responsibility of the artist(s)/company.

14.2 MI OFF 22 intends to launch an initiative to host its artists with the citizens of Milan. If this project receives a large number of participants, artists will be able to receive accommodation either for free or at symbolic prices.

To this end, the HOSPITALITY registration form can be filled out on the website www.milanooff.com/it/ospitalita, within the section HOST AN ARTIST.

If the companies decide to stay in hotels or in BnBs, MI OFF 22 will propose (always listed in the **HOSPITALITY** section of the site www.milanooff.com) a list of affiliated structures which can be booked

directly through the respective structure.

15) JURY AND AWARDS

15.1 MI OFF 22 will provide select productions chosen by a jury panel the ability to participate in partner festivals within the national and international fringe circuit, as well as in theatre seasons and workshops across the nation, listed in detail on the dedicated “Partners” page at www.milanooff.com/it/partner.

15.2 Productions will be selected for these awards according to the preferences of four separate juries, formed as follows:

TECHNICAL JURY – Composed of: the artistic direction of MI OFF 22, artistic directors of national and international theaters, actors, directors, nationally and internationally renowned theatre organizers, journalists, columnists and performing arts web bloggers;

ONLINE AND LIVE JURY – Made-up by popular vote, both online and by the audience present at the end of each performance;

PRO PUBLIC JURY - A committee of cultured and regular theatre-goers;

STUDENT JURY - composed of high school and University students, who will participate in a process of production evaluation and selection.

15.3 The productions will be selected by the **technical jury**, who will take into account the preferences expressed by the web, live and student juries. These productions will have the opportunity to participate in partner Festivals, theatre seasons and training courses under the conditions indicated on the Awards page www.milanooff.com/it/selezione-premi.

15.3 MI OFF 22 will communicate the decisions of the selections, nominated on the basis of the unquestionable judgment of the jury, to the chosen productions.

15.4 Each awarded company, having read the conditions proposed by the Festival, theatre season, or training course that will host the production, must confirm their acceptance of the award offer **no later than 7 days from the communication by MI OFF 22**.

15.5 In the event the production fails to communicate their acceptance within the period indicated above, the prize will automatically be awarded to another company, following the ranking prepared by the jury.

15.6 The companies agree to respect the choices of the jury, maintaining an appropriate ethical behavior in keeping with the spirit of healthy competition, refraining from any comments on or offline adverse to MI OFF and partner associations as per the MI OFF 22 Code of Ethics attached to this announcement.