



## Call for Performing Artists

Surrey Civic Theatres (SCT) is seeking expressions of interest (EOIs) for a curated, outdoor performance series in the summer of 2021 between July 2 and September 15. Indigenous, equity seeking and racialized artists, artists from traditional and non-traditional practices, and emerging artists are encouraged to submit project proposals.

Connecting with the arts sustains social interaction and improves mental health. This series is intended to enhance the livability of the city of Surrey and offers a respite from these challenging times in a safe, accessible, and inclusive environment, while supporting local arts and artists.

Live presentations with audiences for this series will be possible only if gathering restrictions have been eased and all activities can take place in compliance with COVID-19 Public Health protocols and guidelines. The SCT Digital Stage may provide alternative delivery of projects appropriate for a virtual platform in the event restrictions are still in place or health orders change.

SCT recognizes that planning needs to begin as soon as possible to provide adequate time for projects to be ready for presentation by summer.

### **Information Session: March 24, 7pm | Free**

This online information session will offer participants the chance to discuss upcoming summer programming outdoor performance opportunities with Surrey Civic Theatres staff and give interested applicants a chance to ask questions. To attend this free online event, please RSVP [surreycivictheatres@surrey.ca](mailto:surreycivictheatres@surrey.ca) — sign up today!

SCT are seeking proposals for three categories:

#### 1) Staged Performances

- The City of Surrey will provide a basic outdoor stage/playing area and offer the opportunity to perform on that stage. Exact dates and locations still to be determined in consideration of proposals to be received. In all cases, controlled access will be in place to allow for ticketing and to maintain safety protocols.
- SCT will consider EOIs for presentations including, but not limited to plays, concerts, dance, comedy, or cross-genre performances that would be suitable to be performed on a basic outdoor stage/playing area.

#### 2) Micro-Performances

- The City of Surrey will provide an outdoor location still to be determined in consideration of proposals to be received. Micro performances of 5-15 minutes with 1-3 performers will be considered. Small, pre-registered audience groups will move through the location from performance to performance.

- Other types of presentations in this category that could be considered might include, but not be limited to roving performers, pop-up performances, other site-specific works. Proposals for busking will not be accepted for this program.
- 3) Self-Directed Performing Arts Based Activities
- These are activities that do not require an audience to gather.
  - Some suggestions: audio walks, either general or for specific locations, pod plays, performances accessible by QR codes scanned from signage, scavenger hunts or geocaching inspired.
  - Typically, these require some participation from patrons.
  - These activities should be possible even if current Public Health Orders do not change but will require approval from The City of Surrey's Emergency Operations Committee.

### **Project Timelines**

- March 11–April 5, 2021: EOI submissions accepted.
- April 6–30, 2021: EOI submissions reviewed and selected artists notified.
- June 1–20, 2021: preparation of programming and launch of promotions campaign.
- July 2–Sept 15: number of performances and dates TBC, depending on the projects.
  - July
  - August
  - September

### **How to submit an EOI**

#### **Please include:**

- Name of artist(s) or organization/group and contact name and info.
- Which category you are submitting for: Staged Performances, Micro-Performances, or Self-Directed Performing Arts Based Activities. Organizations/artists can submit for more than one category but must create separate proposals.
- A brief description of your vision for the project you are proposing (approximately 200-500 words).
- A proposed project budget that includes an estimate of the fees for service to be paid to your organization by Surrey Civic Theatres.
- Please also include the following:
  - Indicate if you consider yourself and/or your organization to be emerging, mid-career or established.
  - If you and/or your organization reside or conduct your artistic practice in Surrey.
  - If you are a Surrey Cultural Grant recipient.
  - What the production/technical needs of the project are (as much as you know at this point).
  - The names of the artists involved in your project.
  - If you already have the rights to perform the material, if applicable.
  - Any supporting documentation, if available. (Examples: website, media coverage of past projects, photos, videos).
- Please be aware that you must be giving thought to a COVID-19 safety plan. This is not a requirement to be included with the EOI, but successful candidates will need to have an approved plan in place prior to any performances taking place. In all cases City of Surrey, Provincial Health and WorkSafeBC protocols and guidelines will take precedence.

- Please also give some thought to contingency plans for weather and if applying for Staged Performances or Micro-Performances how your performance could be modified if gatherings are not permitted i.e., pivot the project to a digital platform.
- Send your EOI to: [SurreyCivicTheatres@surrey.ca](mailto:SurreyCivicTheatres@surrey.ca) with subject line “Summer Programming Submission”.
- If you require any accessibility accommodations to submit a proposal, please let us know and we would be happy to assist you with your needs.
- Please direct any questions to:
  - Performing Arts Programmer Christina Campbell at email [ccampbell@surrey.ca](mailto:ccampbell@surrey.ca) or by phone at 604-501-5194
  - Performing Arts Program Assistant Jessica Nelson at email [jessica.nelson@surrey.ca](mailto:jessica.nelson@surrey.ca) or by phone at 604-592-6984

### **Criteria for Selection**

- SCT expects to select:
  - Five projects for Category 1: Staged Performances.
  - For Category 2 and 3 selections will be made based on the number of proposals received and budgetary considerations.

Priority/preference will be given to:

- Groups and artists that reside in Surrey, particularly Surrey Cultural Grant recipients whose projects are suitable to this program.
- Projects that have a creative and innovative vision.
- Groups who are paying their artists.
- Projects that represent the cultural diversity of Surrey.
- Projects that provide a clear benefit to the community.
- Projects that are accessible and indicate a commitment to inclusion and equity.
- Projects that have a realistically achievable proposal and clear indication of feasibility to achieve the goals of the project.

Selections of successful candidates will be made by staff based on criteria listed above. Feedback on proposals can be provided if requested after the selection process.

SCT is committed to programming that includes Indigenous, equity seeking and racialized artists.

### **What Surrey Civic Theatres will provide**

- Fees for service—up to \$5,000 depending on the scope/size of the project in phased payments.
- Outdoor venue with front of house support. Audience safety will be a priority. Capacity could be limited depending on Public Health orders at the time of the performance.
- Production/technical assistance (including if a digital pivot is needed).
- COVID-19 safety plans for venues and protocols for audiences.
- Assistance on developing COVID-19 safety plans for artists and performance.
- Box office service (if ticketed event—TBD by Surrey Civic Theatres). All performances will need to have controlled audience access, interaction.
- Security (TBD)
- Marketing support.

**FAQs:**

**Q:** Will I/my organization be expected to contribute financially to the project?

**A:** The Surrey Civic Theatres fees for service (up to \$5,000) will assist artists/organizations to realise projects but may not completely cover costs depending on the nature of the project. A project budget should be worked out in advance of submitting a proposal to ensure the project is financially viable for artists/organizations to achieve.

**Q:** How can I/my organization use the fees for service?

**A:** Fees can be used to pay for any costs directly associated with the project. These costs will vary with the scope/size of the proposed project and could include things like artist fees, production and equipment costs and promotional campaigns (over and above SCT marketing support).

**Q:** Can I/my organization submit a proposal even if I/my organization have already received a City of Surrey cultural grant?

**A:** Yes. City of Surrey cultural grant recipients are encouraged to submit a proposal if the proposed project could be considered a performing arts presentation.

**Q:** Will stage/production and logistics requirements be fully provided by the City?

**A:** Once again this will depend on the scope/size of the proposed project. Depending on needs, up to three technicians and three front of house staff will be available to provide limited production and site support. Artists/Organizations are encouraged to keep technical/production requirements to a minimum as much as possible given the logistics involved in outdoor performances and open stage/playing areas.

**Q:** What happens if there is bad weather and the show is cancelled?

**A:** In the event of a cancellation due to inclement weather, every effort will be made to re-schedule the show for another time. If this is not possible, a future date may be chosen, or the presentation may be recorded for the Digital Stage if appropriate for that platform.

**Q:** What happens if health restrictions change and the show is cancelled?

**A:** As in the case of inclement weather cancellation, every effort will be made to re-schedule the show for another time. If this is not possible, a future date may be chosen, or the presentation may be recorded for the Digital Stage if appropriate for that platform.

**Q:** Who gets box office revenues for ticketed shows?

**A:** Surrey Civic Theatres will re-invest any ticket revenues into the program to continue to support opportunities for artists.

**Q:** Do I/my organization require insurance? If so, can the City provide it?

**A:** Liability insurance will be required and can be purchased through City of Surrey.

**Q:** If I/my organization does not feel ready for this year, will there be an opportunity to submit proposals again for next year?

**A:** Surrey Civic Theatres considers this a pilot project for 2021. Once this year's program is complete in the Fall an assessment process will determine if the program can run again in 2022.