

1) Contact Information	
Name of company/ artist:	_____
Name of project:	_____
Project description (25 words or less):	_____ _____ _____
Artistic lead/ contact person:	_____
Email:	_____
Telephone:	_____
Mailing address:	_____ _____
Website:	_____

2) Areas of mentorship – please select the area you are most interested in developing:	
Publicity / Media Relations	<input type="checkbox"/>
Marketing / Promotions	<input type="checkbox"/>
Technical / Production	<input type="checkbox"/>
Producing / Networking	<input type="checkbox"/>
Grant / Proposal Writing	<input type="checkbox"/>
Artistic (please specify):	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>

3) Residency dates – please rank according to preference and availability:	
January 25- January 31, 2010	<input type="checkbox"/>
February 22- February 28, 2010	<input type="checkbox"/>
March 8- March 14, 2010	<input type="checkbox"/>
April 12- April 18, 2010	<input type="checkbox"/>
April 19- April 25, 2010	<input type="checkbox"/>

- 4) Checklist – please make sure you have submitted the following:**
- Proposal, including Project Description and Artistic Statement
 - Budget
 - General technical requirements
 - Relevant support material – please indicate what support materials you have included:
 - A script or working document;
 - A list of project collaborators, sponsors and/or project supporters;
 - CVs, bios or profiles of participating artists and key personnel;
 - Video or DVD footage of your current or past work;
 - Press clippings, photos, programmes, print materials, press kits, etc.;
 - Other _____.

Would you like your support materials returned? Yes No

If yes, please enclose a self-addressed stamped return envelope.

After the proposal process is complete, would you like your email address to stay on the HATCHlist to receive occasional community and performance announcements, Harbourfront Centre events information, etc.?

Yes No

The residency and mentorship package includes:

- One week (Monday – Sunday), rent-free in the Studio Theatre;
- Professional development and mentoring in all areas of production and presentation - from marketing to international touring - under the guidance of Harbourfront Centre’s professional staff;
- Workshops in marketing, publicity and producing facilitated by key Harbourfront Centre staff;
- Production subsidy designed to cover: basic production staff costs during residency (technical and production, front of house, ticket-sellers, etc.); in-house production coordination; advance ticket sales and in-house box office services (*Note: All charges incurred over and above this complement will be the responsibility of the company. Subject to the size and requirements of the production, minimum staffing quotas will apply in accordance with Harbourfront Centre employment rules and regulations. Please contact lnanni@harbourfrontcentre.com for more information*);
- Inclusion in marketing and media relations campaigns, including: media relations assistance; inclusion in Harbourfront Centre collective advertising campaign; presence in all of our relevant marketing materials; and a dedicated marketing plan developed in partnership with Harbourfront Centre marketing staff.

Details

To get started, we wanted to give you a sense of what to expect from us leading up to and during your residency in the Studio Theatre. As you know, you have rent-free access to the theatre for one week, Monday to Sunday, to do with as you wish, within the parameters of Harbourfront Centre guidelines and your submitted proposal.

In addition to this, we provide a subsidy toward your basic production costs that are supplied through our resources. In the past, we have called this what it is: a straight contribution against your costs in the venue in the amount of \$3300. However, being a large-ish organization with all the accompanying rules, regulations, and strange internal vocabularies, we also found that we have a few “hidden costs” that muddied the waters.

So while we recognize that every residency is different, and everyone will want to do different things, we have translated our financial contribution into a basic residency package. The total possible subsidy will be the same for everyone; how exactly it gets used will be determined by your production schedule and needs.* But this should give you a basic idea of what to expect.

- **Venue maintenance.** Everyone likes clean dressing rooms, house, lobby and stage areas. Enjoy.

* i.e. if you don’t require any resources in one place, or less than what’s allotted, the equivalent cost will be applied elsewhere, where you do need it; any total staff hours accrued above the total subsidy will be reconciled against your box office.

- **Production Coordinator.** Production Coordinator is primarily responsible for the coordination of all technical and production requirements of your show as it relates to Harbourfront Centre. The Production Coordinator will work with you to create a production costing based on rehearsal and presentation(s) in the space during your week long residency. The assured and talented **Nicole Tushingham** will answer all your production related questions and make sure you achieve what you need to in a safe, efficient, and cost effective way. She knows a lot and loves to help you. Ask lots of questions.
- **Technical Director.** The Studio Theatre's TD **Kim Trollope** will do his utmost to make sure your lighting, sound, projections and other technical aspects behave as you want them to. He knows our venues and how to do things in them. He also doesn't want to see you unwittingly blow your budget on staff costs and rentals. Ask him lots of questions, too.
- **Assistant Production Coordinator (APC).** The APC acts as a venue liaison. He/she must be present whenever you are in the theatre. He/she will put all of your discussions with Nicole into motion, act as a house manager during performances and make sure you are well taken care of...and that you take care of our theatre. The APC will facilitate communication between the technicians and your production team. (Director, Stage Manager, Lighting Designer, Sound Designer and Video Projection Designer.)
- **Two house technicians.** Our tech services staff will take care of you technically (sound, lighting, video projection) during your load in and set up and during the run of your show. They like to work in a safe and efficient manner; Nicole and Kim will make sure you maximize their time, so make the most of them. -We have additional tech services staff to meet your production schedule as needed.
- **Box office services.** Ticket Operations Administrator **Catherine Goodwin**, Box Office Coordinator **Daniel Palmo** and the rest of our box office team extraordinaire will take care of all your advance and day-of ticket sales and will build your box office to reflect the needs of your project. Tickets can be purchased in person (at 235 Queens Quay West), by phone (416 973-4000) or online 24 hours a day/ 7 days a week at www.harbourfrontcentre.com. Our box office hours are 1pm-6pm, Tuesday to Saturday or until performance start time on performance days. Sometimes we need to schedule ticketsellers to work outside of scheduled hours, or put an extra person on, to accommodate your performance schedule; you get 5 shifts of ticketseller time to accomplish such crazy demands. Oh, and the best part of the box office deal is, once any costs are reconciled against it, the revenue's all yours...
- **Ushers.** Our ushers are there to look after your patrons and keep everyone safe and happy. You have to use them. There are safety regulations that say so.
- **Marketing.** Our Marketing Manager **Sarah Douglas-Murray** will guide you through every step of your marketing process, helping you to develop a marketing strategy that's right for your show. But she won't actually do it for you – that's where your marketing person comes in, even if he/she is also the director/writer/lead actor/producer. What we will do for you is include you in our collective marketing campaign; produce an overview postcard for the HATCH series that you can distribute in your favourite hang-outs and to your favourite people (in addition to our on- and off-site distribution); feature your project on our HATCH website; and, buy you a dedicated ad in NOW Magazine (OR an equivalent cost marketing materials developed in consultation with Harbourfront Centre Marketing department staff). Other services or materials, such as project-specific flyers and posters may be made available to you, depending on budget or at cost.

- **Media Relations.** Media Relations Coordinator **Cary Mignault** has all the contacts you need to get the word out about your show. Combined with your own lists, you'll make a formidable team. There are two Harbourfront Centre press releases put out about HATCH: one to announce the season in the fall and one dedicated release about your project (generally 4-5 weeks before your week). Cary will also help you write your own release and get it into the hands of the folks that might do something with it. Cary is happy to schedule a meeting with you in advance to discuss and help develop a strategy to your publicity approach – NOTE: this session will be in conjunction with Marketing and subject to the availability of all other HATCH participants.
- **Mentoring.** Harbourfront Centre is a presenter of contemporary culture, not a producing body or artist-run centre; as much as we'd like to, we don't offer play development services or dramaturgical support. But we can help you in many ways and will offer advice and expertise wherever we can; our personnel are here to guide you through the production process and augment what you already know. Many of the informal mentoring opportunities afforded by being a part of HATCH have already been mentioned, from technical services to how to write a press release. Artistic staff and programmers are also here to provide feedback, share their knowledge about touring, how to approach presenters, budgets, international artistic trends, grant and proposal writing and almost anything else you can think of. Just ask **Laura Nanni**, Artistic Associate and HATCH Programme Coordinator, and she'll point you in the right direction wherever she can.

We also hope to learn a lot from **you**. We've been amazed by the wealth of talent, energy and knowledge we've encountered since HATCH began seven years ago. It's been an incredible experience for us so far and we hope it will be for you, too.