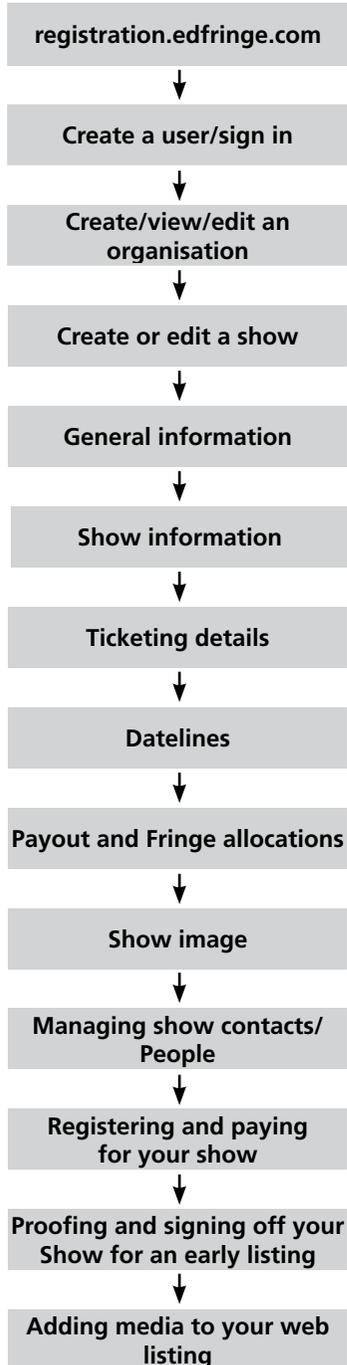
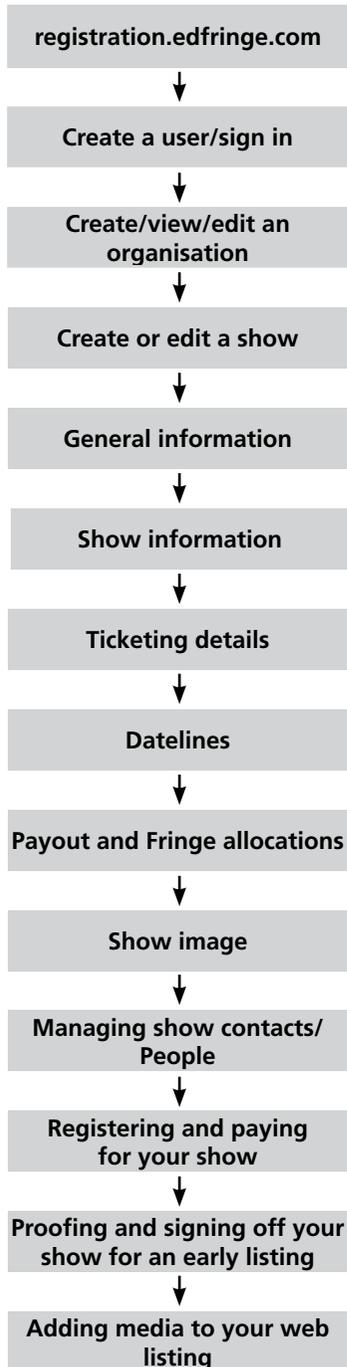

The Fringe Guide to Registering a Show

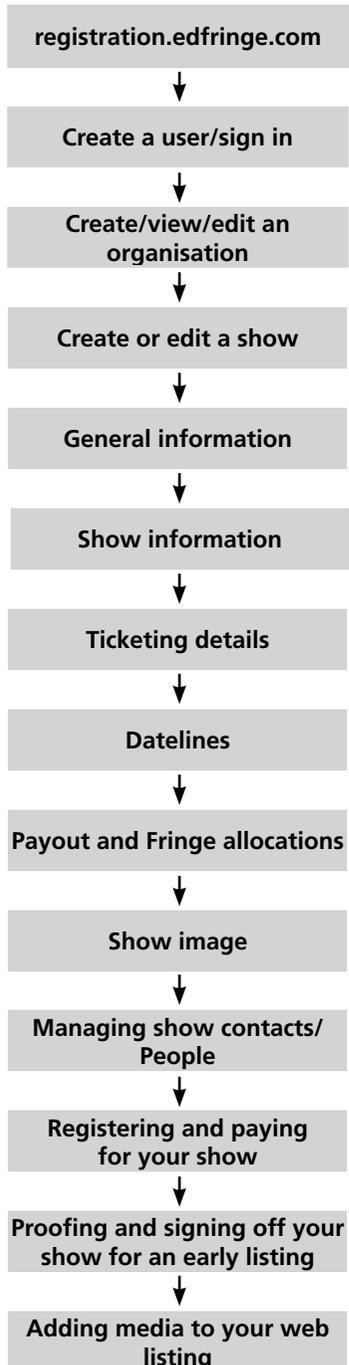


Contents

Introduction	4
We are here to help	4
What's new?.....	4
General notes.....	4
Help	5
How does the contact search function work?	5
Registration deadlines.....	5
Early listing.....	6
Venue approval	6
Early listing sign off dates.....	6
edfringeware – getting started	7
registration.edfringe.com	7
Create a user	7
Edit user profile and reset password.....	8
Menu options and navigation	8
Create, view or edit an organisation.....	10
What is an organisation?	10
Organisation details	10
Organisation payout details	12
Create or Edit a show	14
One show/one listing programme policy?	14
Create a new show.....	15
Edit a registered show.....	16
Proofing and signing off.....	16
Show registration tabs	17
General information.....	17
<i>Show contacts</i>	17
<i>Touring</i>	20
<i>Company list</i>	23
<i>Member details</i>	23
<i>Welcome Letter</i>	23
<i>Invite to be show read-only</i>	24
Show information.....	25
<i>Show details</i>	25
<i>Genre</i>	26
<i>Show listings</i>	27
<i>Show Accessibility</i>	31
Datelines and Venues	33
<i>Ticketing details</i>	33



<i>Media and Arts Industry allocations</i>	33
<i>Ticket offers</i>	34
<i>Datelines</i>	34
<i>Split venues</i>	37
<i>Exhibition datelines</i>	37
<i>Venue selection</i>	38
<i>Register a venue</i>	38
<i>Time selection</i>	39
<i>Ticket pricing</i>	39
Payout and Fringe allocation	40
<i>Allocation</i>	41
Image	42
<i>To upload an image</i>	42
<i>Some image tips</i>	42
Managing show contacts and People	44
<i>Permissions</i>	44
<i>Invite organisation, show and venue administrators</i>	44
<i>Invite show contacts (read-only)</i>	45
<i>Shows with read-only access</i>	45
<i>Summary of permissions, roles and privileges</i>	46
Registering and paying for your show	48
<i>WorldPay</i>	48
<i>Payment records</i>	49
Show registration	49
<i>Details of any changes to cost</i>	49
<i>Details of additional payments made if applicable</i>	49
<i>Registering more than one show</i>	50
Proofing your show	51
<i>Show status</i>	51
<i>Flags and comments</i>	52
<i>Viewing a show proof</i>	52
<i>Generate Multiple Show Proofs</i>	52
Signing off for an early listing	53
Signing off shows in your venue	54
Adding media to your web listing	55
2015 Show registration fees and dates	56
Show registration fees	56
Dates.....	56
Sign off deadlines for venues for corresponding early listing dates.....	56
Frequently asked questions	57



Introduction

This guide provides all the essential information you need to register your show for the 2015 Edinburgh Festival Fringe. On the pages that follow you will find step-by-step instructions on creating a login for edfringeware, creating and completing a show registration, paying your registration fees and submitting your show details to the Fringe Society. We will outline the procedures for proofing your information and getting your listing online – and selling tickets if applicable – once you have registered your show. You can use this guide as you go through your registration or in advance to help you gather all the information you need.

We are here to help

This guide should provide you with most of the information you need to work through the form, but our staff are available to offer help 10:00 to 18:00 weekdays. From the week of 02 March we will be available 10:00 to 18:00 seven days a week until 08 May. **Please note: on registration deadline days, the office closes at 17:00.** If you need help outside these hours, email programme@edfringe.com and we'll look into your problem as early as we can the following working day.

What's new?

The Edinburgh Festival Fringe Society introduced a new database in 2014 called edfringeware. If you registered last year your account should still be active and you can log in using the email address and password you used in 2014. Any organisations you created last year can found under My Organisations from the menu on the left of your screen.

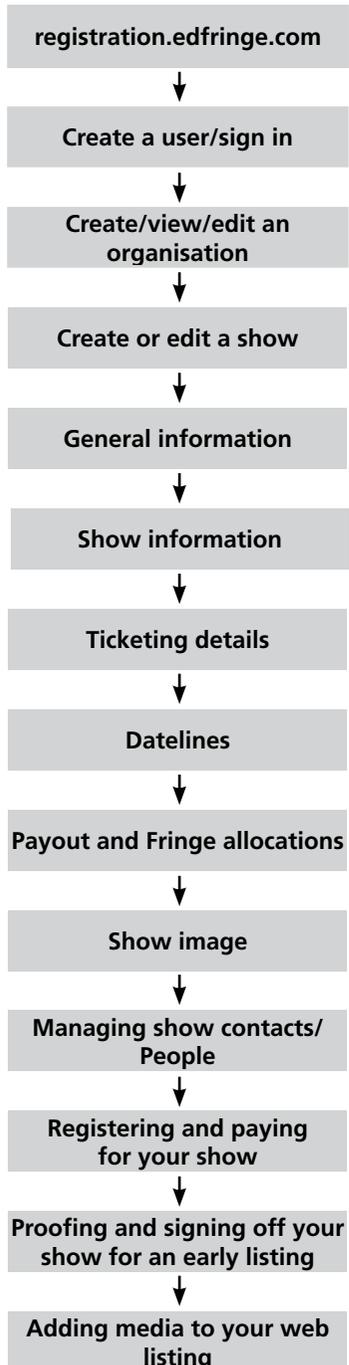
Show proofs are accessible through edfringeware. Log in to your edfringeware account and, once a proof is ready, you will be able to view it here. You will also be able to approve your show proof for an early listing on edfringe.com (before programme launch), share your show or company information with other users and see the status of your show registration throughout the printed Fringe Programme production process. Edfringeware can also be used to register and manage your venues, if you have any (see the *Fringe Guide to Creating and Managing a Venue* for details).

General notes

To be included in the printed programme, participants must have registered and paid for their shows by 17:00 08 April 2015.

After the printed programme has been launched, you will be able to register shows with the Edinburgh Festival Fringe Society to be listed on edfringe.com. Those shows and companies registering after programme launch will be able to access all Fringe Society services and the Fringe Society Box Office.

A yellow box next to some of the fields in the form indicates that this information is going to be included in the printed programme and/or on edfringe.com.



Help

Throughout edfringeware there are Help boxes besides some of the questions – if you click on these further information will appear in pop out boxes, usually explaining the question further. If you click the [help button](#) next to your user name on the top right hand side of page, a new window will open containing further help and notes on completing your show or venue registration.

Avoid cutting and pasting out of word processors like Microsoft Word or directly from the Internet as this can introduce invisible formatting that may confuse our database system. If you wish to cut and paste, cut all your text and paste into Notepad, Textedit or another text editor and chose the Make Plain Text (or similar) option to remove the formatting. Then cut and paste into edfringeware. Please make sure you remove any tabs or line breaks from your copy for similar reasons.

How does the contact search function work?

Edfringeware users who have opted in to be available in contact searches can be found using the contact search function. Whenever you need to add contact details, you will be given the option to [Find an existing edfringeware user](#). Simply start typing the contact name and a drop down list of options will appear. Contact names will also list a job title to ensure the correct person is selected. If you are searchable, then edfringeware will be able to autofill your own details, when you are adding yourself as a primary, secondary, media contact etc.

If the person you are looking for has opted out of contact searches, click [Add Contact Details](#) at the top of the box and complete the details as required.

To opt in or out of contact searches, click on your name in the top right hand corner of the screen, select Edit Profile, and tick/untick the box: [Click here if you would like to opt out of appearing in contact searches](#). We advise that you make yourself available for searches for at least as long as another user may be searching to add you to a show or several shows.

Registration deadlines

Discount Deadline

Wednesday 11 March

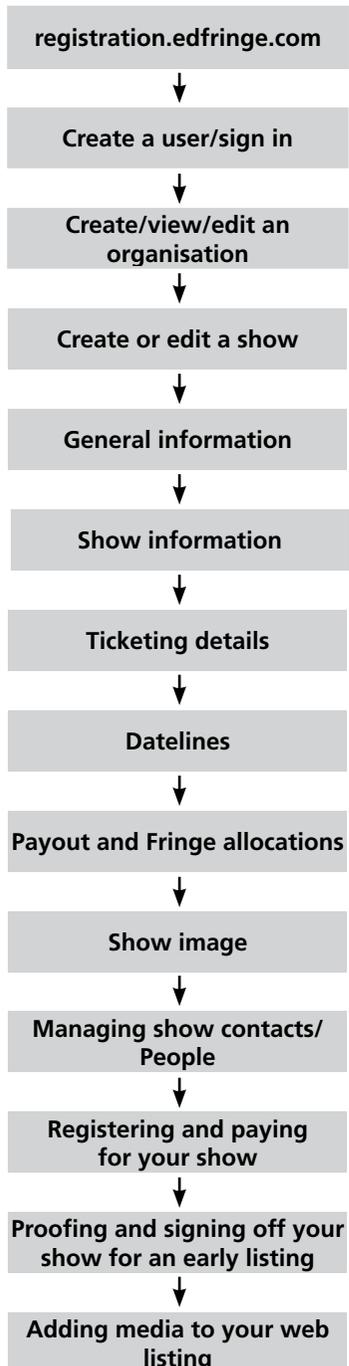
Registration closes

Wednesday 08 April

Show details closed for editing

Monday 13 April

After Monday 13 April the show information in edfringeware will be locked whilst the printed programme is being produced. It will reopen for online show registration and so you can update contact details throughout the summer as necessary. More details of how and when you will be able to view proofs and make final changes to your show are below. Details will also be emailed to you when proofs are ready.



Early listing on edfringe.com

You have the option of listing your show on edfringe.com as soon as the show is ready (and to be listed on edfringe.com if applicable), has been approved by the company and the venue, and been built by the Box Office. (Please note that even shows without tickets to sell are handled by the Box Office team to put them edfringe.com.) This means that shows can be listed on edfringe.com (and tickets on sale if applicable) as soon as you are ready, even if this is before the official programme launch in June. If your show is free, you can still sign off for an early listing on edfringe.com to generate extra publicity for your show. Please see below for early listing sign off and upload dates.

Venue approval

Once you have approved your proof we will contact your venue to confirm all details are correct before the show is uploaded to edfringe.com. Please see the Proofing and Sign Off section for more detailed instructions.

Early listing sign off dates

During the show registration period there are a number of dates on which your show can be listed on edfringe.com. You must have approved your show and your venue must have signed off by the corresponding venue sign off date for your show to be uploaded to edfringe.com. These are:

Venue sign off date

Friday 23 January
Monday 09 February
Monday 02 March
Thursday 26 March
Friday 24 April
Tuesday 12 May

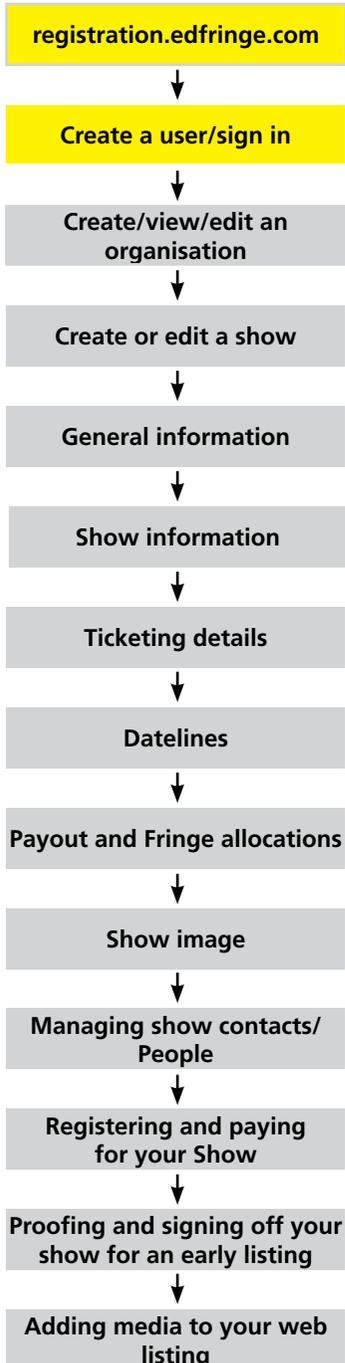
Upload to edfringe.com

Thursday 29 January
Tuesday 17 February
Tuesday 10 March
Tuesday 07 April
Monday 11 May
Thursday 21 May

You must sign off show(s) by 17:00 on the dates above in order for them to go live on edfringe.com at the next available date. Please register early enough to allow plenty of time for our staff to check, edit and prepare a proof, and for your venue to check and approve the details.

Please be aware that if you register on the discount registration deadline of Wednesday 11 March, you will need to sign off your information very quickly if you are aiming to sign off your show by the 26 March so your venue can also sign off in time. We strongly advise registering well before the discount registration deadline (ten days is advisable) if you are aiming to sign off for the 26 March upload point.

Please note: all registered shows that have not signed off for an early listing will be on edfringe.com from Thursday 04 June to coincide with the launch of the printed Fringe Programme.



Edfringeware – getting started

registration.edfringe.com

Create a user

If you used edfringeware in 2014, then you can log in with these details. Otherwise, press [Click here to register](#) if you didn't use the system last year. Organisations you created last year will still be active in edfringeware.

The following information is needed to create a new user. An asterisk (*) indicates that this is a required field.

*First name: _____

*Last name: _____

*Job title: _____

Profile image (optional)

This is only used as an avatar within edfringeware and will not appear anywhere else.

*Address: _____

*Town/City: _____

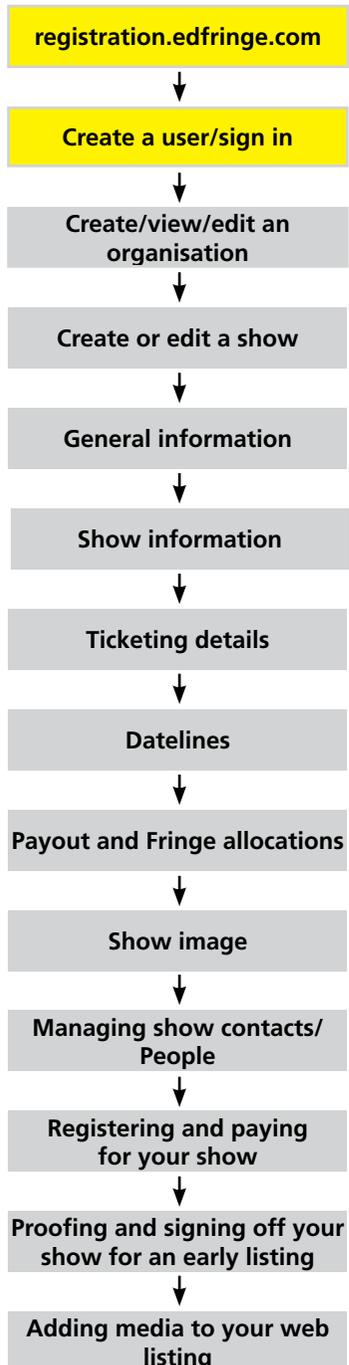
*Country: _____

*Postcode: _____

*Email: _____

*Telephone: _____

Enter your personal details, email address and add an image for your user account (optional). This image is only used as an avatar within edfringeware and will not appear anywhere else.



If you have opted in to contact searches, then your name and job title will be displayed when another edfringeware user starts to type your name into a contact field. It is therefore recommended that you ensure your job title is unique to help identify you. For example, list your job title followed by the show/company name. Bob Smith, Producer Happy Theatre Co.

Opt in/out of contact searches: you can tick/untick this box at any time. If you would like other people to be able to add you to their show, venue or organisation, then it is recommended that you opt in.

If you forget your password, click the **Forgot Password** link beneath the log in box and follow the instructions.

Edit your profile and reset your password

To edit your profile, click on your name in the top right hand corner of the page. Select **Edit Profile** and update your details as required. Remember to press **Save This Tab** on every page.

To reset your password, click on your name in the top right hand corner of the page. Select **Change Password**. You will be asked to confirm your current password, and then enter a new password. Passwords must be alpha-numeric and a minimum of eight characters. Passwords are also case sensitive, so if you are having difficulties with your password, please check you are entering it correctly.

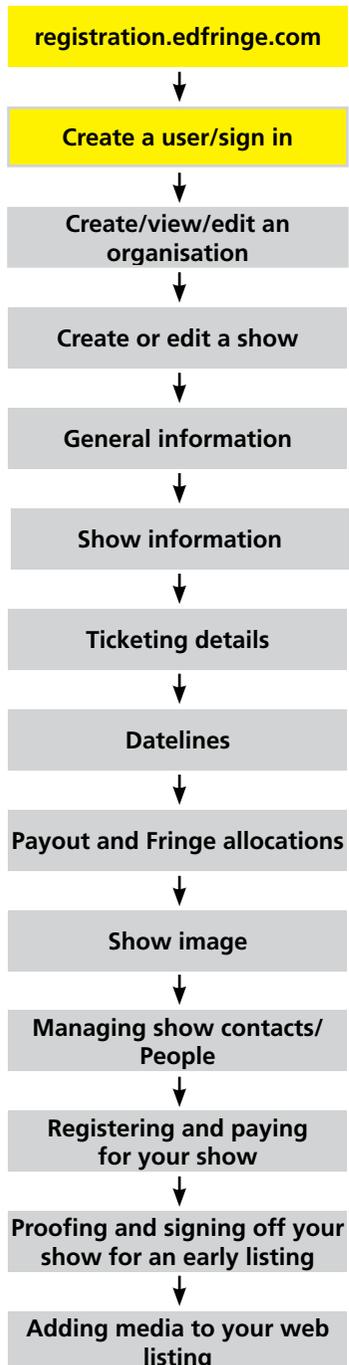
If you need to change the email address you have registered with then please contact the programme team programme@edfringe.com

Menu options and navigation

On the left hand side of the page a number of menu options may be visible to help you navigate to either

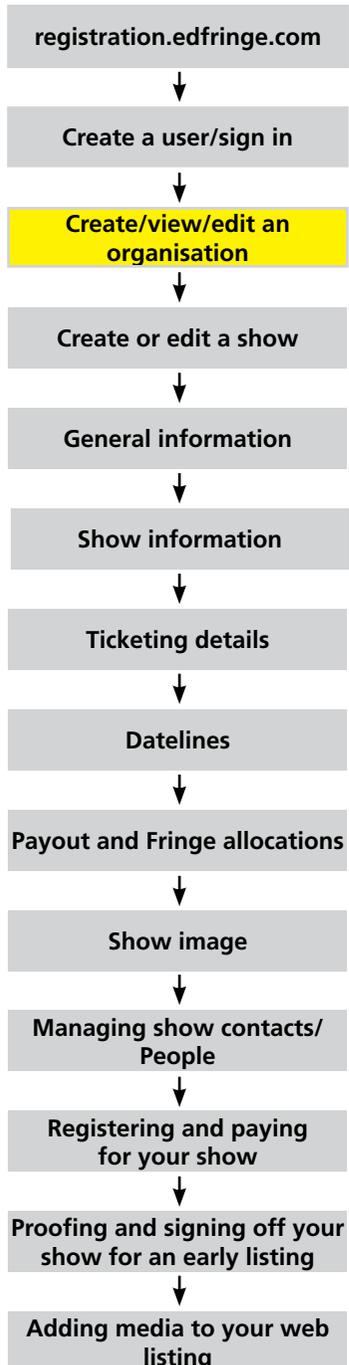
- **My Organisations:** shows and venues registered under organisation(s) you have created or been added to.
- **Create Organisation:** quick link to Create Organisation page (creating an organisation is the first step to registering either a show or a venue).
- **Shows with Read-only access:** Shows that you did not register, but you are a show contact and have been given read-only access.
- **Shows in My Spaces:** shows registered by other participants in any of your venues/performance spaces.

To navigate to any show you have registered, click My Organisations, select the appropriate organisation and click the **Shows** tab. All shows that you have registered under this organisation will be listed.



If you have been invited as a show or venue contact, then the corresponding organisation details will also be listed here. However, you will not be able to edit any organisation information or view organisation bank account details unless you have been invited as an organisation administrator.

Please note: Shows with Read-only Access and Shows in My Spaces will only be appear if you have been added as a show/venue contact, or have registered a venue.



Create, view or edit an organisation

All venues and shows must be registered under an organisation.

You need to create an organisation before you can register either a show or a venue with the Edinburgh Festival Fringe Society. You are automatically the Organisation Administrator for any organisations you create. You can also assign Organisation Administrator rights to other people (see [Managing Show Contacts](#)) which allow them to access and edit organisation information, including any organisation bank account details.

What is an organisation?

An organisation refers to the company, group or person with overall responsibility for producing the event or managing the venue.

An organisation can take any form, including a corporation, private company, performance group or an individual. This organisation will remain in edfringeware year on year and will be the umbrella body for any venues or shows that you create.

You can create as many organisations as needed.

Organisation details

To start, select Create Organisation from the menu on the left hand side of the screen.

Below is the information required to create an organisation. An asterisk (*) indicates that this is a required field.

*Organisation name: _____

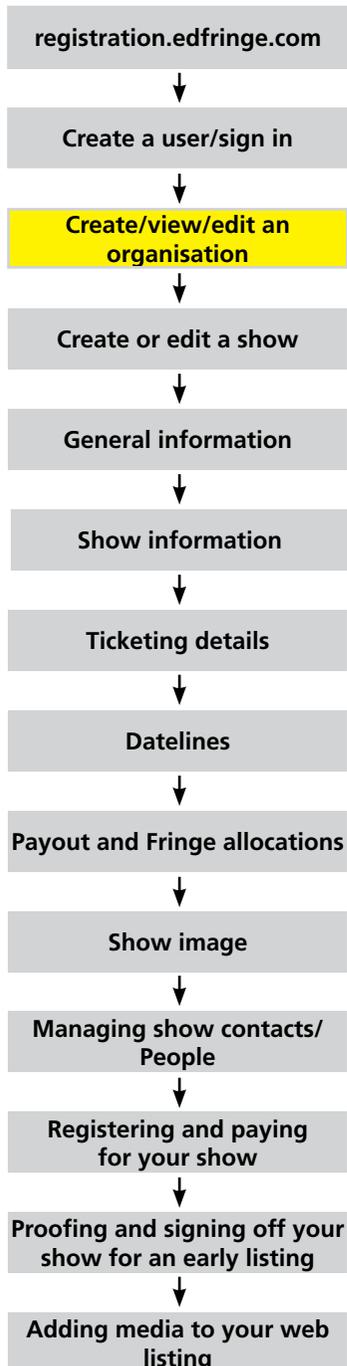
*Telephone 1: _____

Telephone 2: _____

Telephone 3: _____

Website: _____

*Email: _____



Does the organisation manage its own venues?

If this box is ticked then the venues tab will be visible, allowing you to register a venue if required. This option can be changed at any point.

Organisation image:

This organisation image will only be used as an avatar in edfringeware. It will not be used in the printed programme or on edfringe.com.

Own XML download?

Please only check this box if you need to export data in an XML format.

*Address line 1: _____

Address line 2: _____

*Town/City: _____

*Country: _____

*Postcode/zip code: _____

*Primary contact: _____

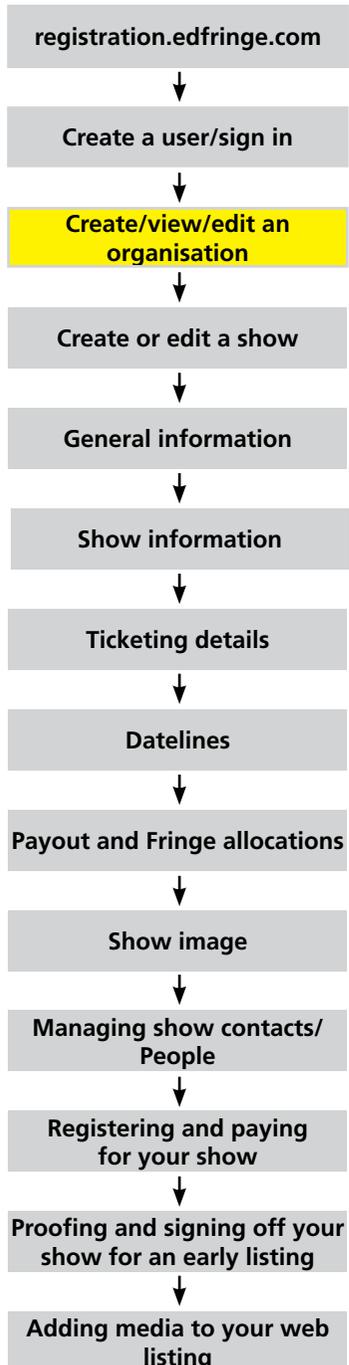
You can add an existing edfringeware user or click [add contact details](#). To add an existing user, simply start typing a name and choose from the drop down list. They will be sent an email asking them to accept or reject your invitation

If the person that you want to invite to be a primary, secondary, media contact etc. hasn't created an edfringeware account or hasn't made themselves available to contact searches, select [or add contact details](#) and enter their details. If you want your Primary Contact to be able to edit your organisation details, they will need to register as an edfringeware user and be added as a Organisation Administrator. See [Managing your Show Contacts/People for details](#).

The person who creates the organisation will have Organisation Administrator rights. Organisation Administrators will also have venue administration permissions for any venues registered under their organisation.

These permissions allow the person to:

- view and edit all organisation, show and venue information



- view and edit organisation bank account details
- register shows or venues under that organisation
- approve show proofs
- give organisation, show and venue admin or read-only rights to other users (you do not need to be a Venue or Show Administrator as the Organisation Administrator already has all these permissions).

There is no organisation read-only level. Please see the [People section](#) for a more detailed explanation.

Organisation payout details

Please check your agreement with your venue carefully and ensure that you understand the terms and conditions you agreed to before filling out this page.

If you are registering a ticketed show, you can specify who should receive the payout of any revenue due to you from ticket sales through the Fringe Box Office. The details entered here are for your organisation, but you can select the Box Office payout contact for each show individually if you are registering more than one show, but if you want payout to go to a different bank account for different shows, you should set up an organisation for each bank account required. If you set the same Organisation Administrators for these organisations, they will be editable in the same way under the same logins. ([See the Payout and Fringe Allocation tab in the Show section of the form.](#))

Please enter the bank account details of where any Box Office payout due from shows or venues registered under your organisation should be paid. If your organisation is not due to directly receive any Box Office payouts, then please leave this section blank.

Payout details

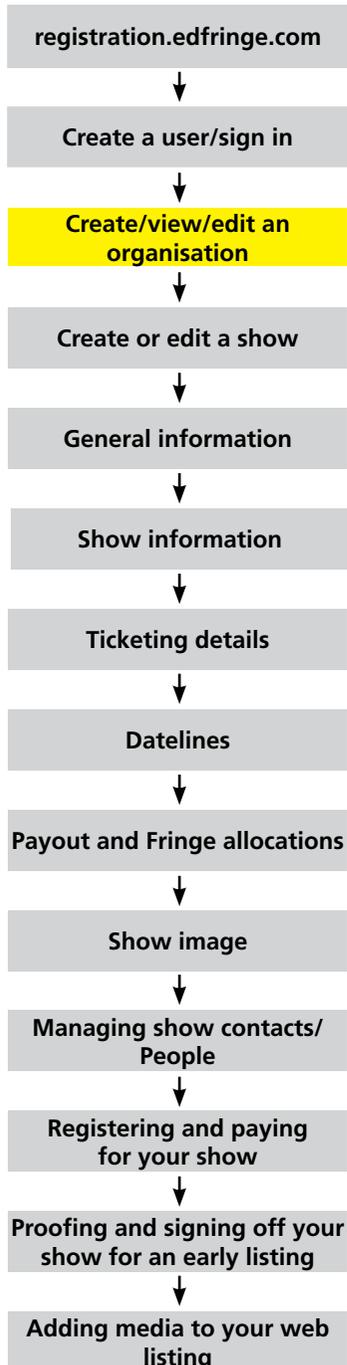
You will be able to log back into the form at any point up until the end of August to change these bank details if necessary. The asterisk (*) indicates mandatory fields.

***Is the bank international? Yes/No**

***Name of account payee:** _____

***Account number:** _____

***Sort code:** _____



BIC: _____

If you have an international bank account you will be asked for the following details.

International bank code: _____

Bank name: _____

Address: _____

Town/City: _____

Country: _____

Postcode: _____

IBAN/SWIFT: _____

Some countries use IBAN, SWIFT or BIC codes. Please contact your bank in order to obtain the most relevant information.

***Currency:**

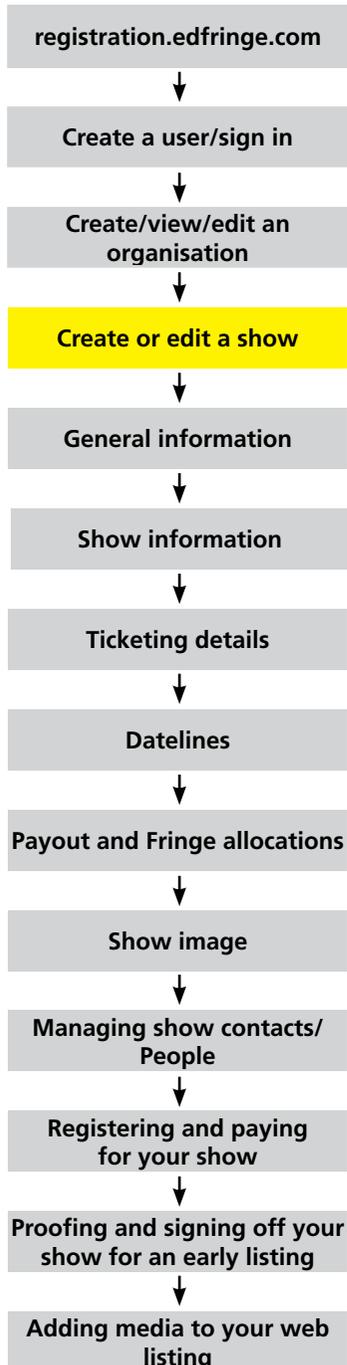
Select from the drop down menu. UK can be found listed as Pound Sterling.

If payment is to be made by international bank transfer, the Edinburgh Festival Fringe Society and its bankers cannot accept responsibility for funds not received, as UK banks cannot guarantee funds after they have left the UK clearing houses.

***All show payments for shows that take place at my venues should be made to my organisation?**

If you are a venue manager then you can tick this box, which means that any Box Office payouts for shows registered at your venues will be paid into this bank account.

Once you have created your organisation, click on the [Shows](#) tab, click [Actions](#), and [Create a Show](#) from the drop down list.



Create or edit a show

One show/one listing programme policy?

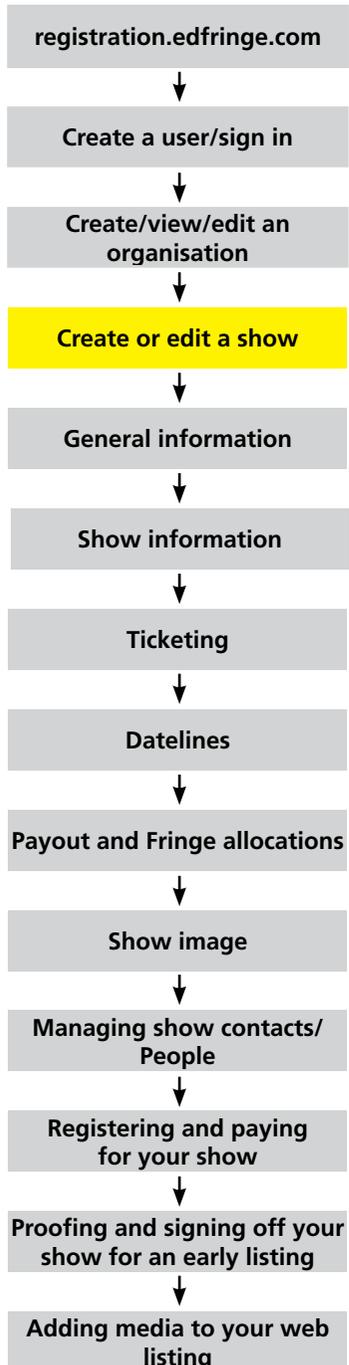
The Fringe Society enforces a one show/one listing policy for all registered shows. That means that every show registered and listed in the programme and/or edfringe.com is entitled to exactly the same listing space as any other – and each listing must only be filled by one show. For an open arts festival as big and diverse as the Fringe, defining what makes up a single show can be a tricky task.

In the simplest of terms, if you can explain the experience of your show in your 40-word show copy, you likely have a single show. One company performing one play for three weeks is an obvious example of a single show. A comedy review programme featuring different comics each night is also considered one show if the format is the same and you don't need a breakdown of who is performing on each night (eg, 'We feature the best comedians on the Fringe each night'). However, if you need to use a portion of your copy to explain the differences on each date (eg, 'On the 21st, soloist Jane Smith will perform Grieg, on the 22nd John Brown will perform Mozart and on the 24th Aleksandra von Wruck will perform Prokofiev,' or '10:00 shows are meant for under 4 year olds, while later shows are suitable for all children under 10') you likely have multiple shows. If you are unsure, please contact the Programme team at programme@edfringe.com.

Similarly, you cannot register the same show more than once in order to have a number of listings. This ensures all participants get the same listing space. A second show with a similar title or set up must be significantly different and the copy should explain that. Each show should only be registered once and have one listing in the programme and on edfringe.com.

Press the blue Save This Tab button on page to save any changes that you have made.

If you navigate away from a tab without pressing save, any information you have entered will be lost.



Create a new show

- From the Homepage click [My Organisations](#)
- Select or create the organisation you wish to add a new show to (see Create an Organisation)
- Select [Shows](#) from the tabs along the top of the page
- Click [Create a Show](#)

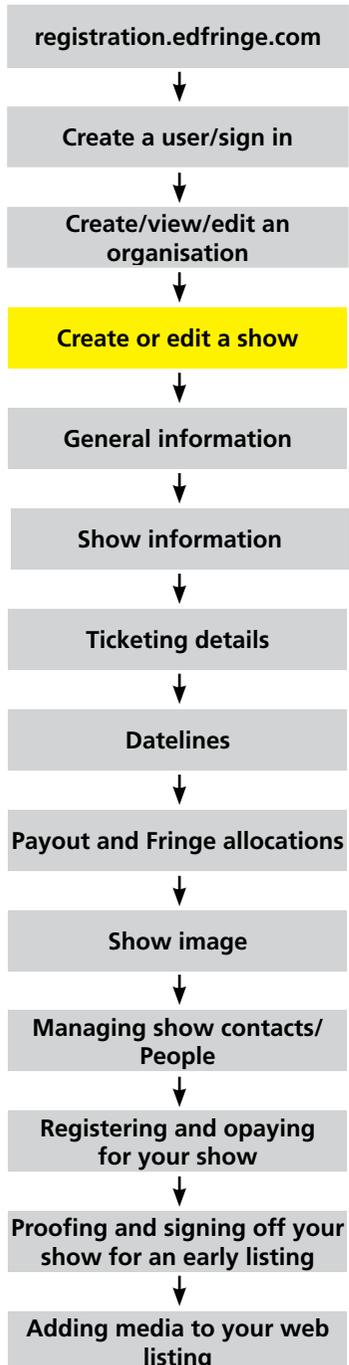
Before you register a show, you will be required to accept the our Terms and Conditions. [Please click here to read the full text of the Terms and Conditions.](#)

When you click [Create a Show](#) you will first be asked for your Show Name (as it will appear in the Programme). You can then enter all your registration details making sure you've entered information in each tab and filled in all the mandatory fields.

Once you have entered all of your show information, you will need to click [Register](#) and pay the applicable registration fee. The Programme team will check over your registration and highlight any missing information. They will contact you with queries if necessary or make a proof available to you.

As you navigate through the tabs, you will note that numbers appear beside the tab name. These indicate how many mandatory questions are left to complete on each tab before you can register the show for the Fringe. For example, if you fill in all but one mandatory field in the General Information tab, save it and move to fill in details on another tab, a flag will appear on the General Information tab with a numeral one (1) beside it to indicate you must fill in one more field. The exception to this is the Datelines tab which works in a different way. Once you have submitted and paid for your show, these flags will be used to indicate queries the Programme team has (see [Proofing and signing off your show for early listing](#)).

[Click here](#) for more details of the registration process.



Edit a registered show

- From your Homepage click on [My Organisations](#)
- Select the organisation from the list
- Select [Shows](#) from the menu along the top of the page
- Click the Name of Show you want to edit

Please note: the title of your show is included in your word count. Your printed programme copy is 40 words less the number of words in your show name, and your website copy is 100 words, less the number of words in your show name.

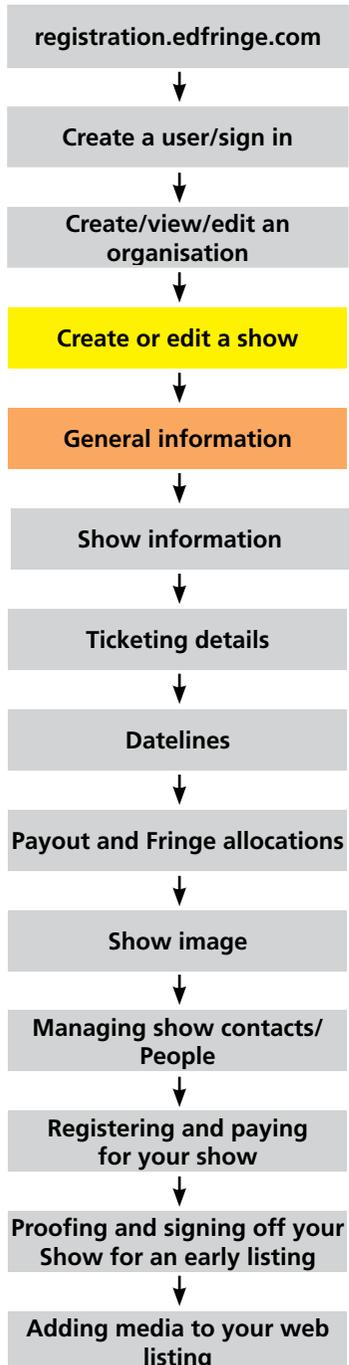
Once you have paid your registration fee, the show name cannot be edited. Please email programme@edfringe.com if you need further help.

Proofing and signing off

Shows with the status [Show Approval in Progress](#) will have a [View Show Proof](#) button. Click [View Show Proof](#) and the proof will open in a new browser window. At the top of the proof will be the options for signing off. If you wish to give company approval, click the [Company Approval](#) button. Once this action has been done, it cannot be undone. If you sign off a proof in error, please email programme@edfringe.com.

If you have Show Administrator rights you will be able to click on the show name and make changes. Organisation Administrators automatically have show administrator permissions. Please note that if you make changes to you show, you will not be able to sign off. The Fringe Programme team will re-check your data and either query information or make another proof available to you, at which point you will be able to sign off your show if no further changes are made.

When you sign off your show to go to print you will also have the option of selecting when you would like your show listed on edfringe.com.



Show registration tabs

The next section will take you through the questions on the show registration pages of edfringeware, in the order they appear. Show Administrator or Organisation Administrator rights are required to make changes to show details. If you create a new show you will automatically be the Show Administrator. If you would like another person to be able to edit a show registration, then you can give them Show Administrator rights. See the [Managing show contacts/People section](#) below.

General information

Show contacts

***Primary show contact: This will not appear in your listing in the printed Programme.**

This is the individual that the Fringe Society will contact in the first instance for any queries regarding the show. If you are registering a show, you can either specify yourself as the primary contact, or another person. This person will not automatically be able to directly edit this form if they are not already an Organisation or Show Administrator. For details on adding Administrators to your show or organisation, see the [Managing show contacts/People section](#) below.

We recommend that you ask anyone you want to add as a contact to your show to create an edfringeware account, and then make their details searchable so you can add them during registration. Once you have registered your show(s) they can opt out of the search function if they wish.

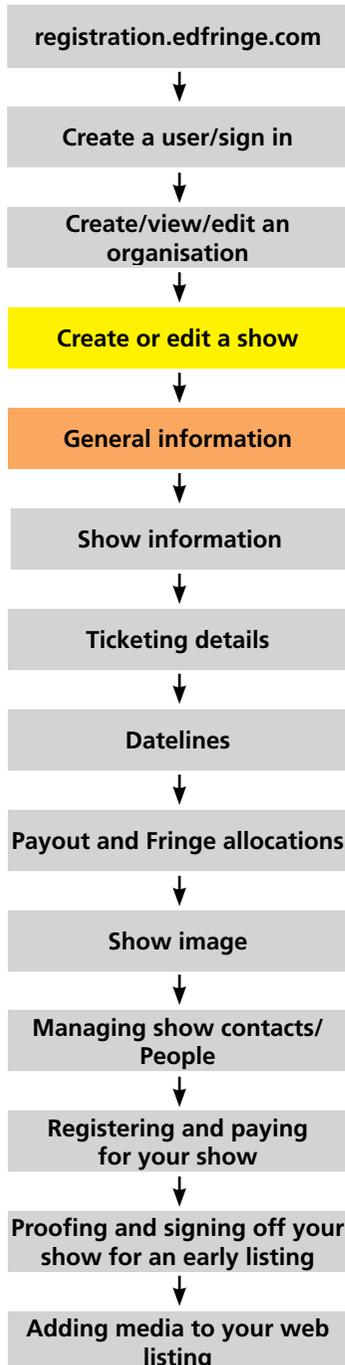
Please note: all your contacts will be added to our mailing lists to ensure your company receives all the information they need. We strongly advise against role specific email addresses like admin@ or info@ as they are generally rejected by bulk email systems and may lead to you not receiving information vital to your show. The Primary Show contact should be someone directly involved with your production and who will be in Edinburgh throughout the show's run. If known, address and telephone details should be provided for this Edinburgh-based period. (You can update the contact details at a later date if need be.)

***First name:** _____

***Last name:** _____

Job title: _____

***Address line 1:** _____



Address line 2: _____

*Town: _____

County/State: _____

*Country: (dropdown)

Post/Zip code: _____

*Email: _____

*Telephone: _____

Where is the UK option in the list of countries?

In order to refine the data we collect, we ask all UK-based companies to register themselves by their country of origin within the UK. Please choose Scotland, Wales, Northern Ireland or England from the list. These appear at the top of the drop down list.

Secondary contact:

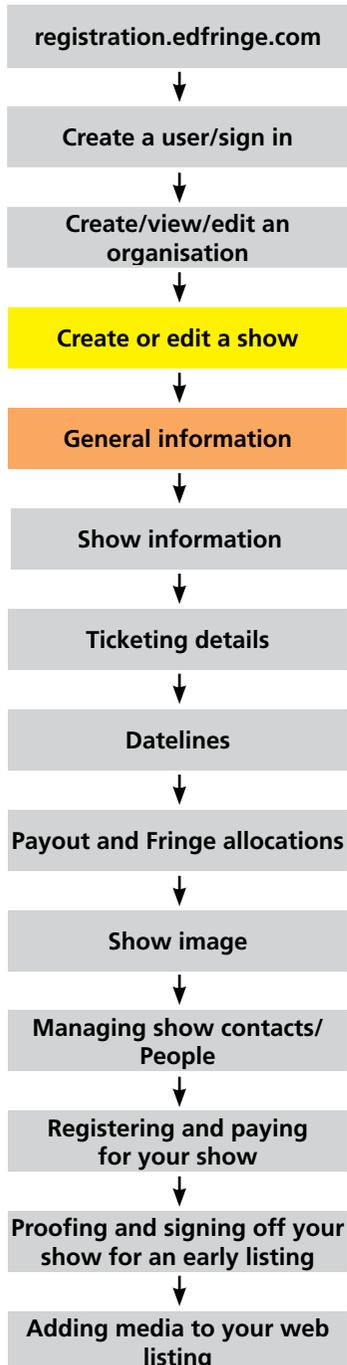
You may also enter secondary contact details at this point. We will require the same information for your secondary contact. If you do not have a secondary contact, please click [Don't Specify Contact](#).

This person will not automatically be able to directly edit this form if they are not already an Organisation or Show Administrator. For details on adding Administrators to you show or organisation, see the [Managing show contact/People section](#) below.

We recommend that you ask anyone you want to add as a contact to your show to create an edfringeware account, and then make their details searchable so you can add them during registration. Once you have registered your show(s) they can opt out of the search function if they wish.

Why should I have a secondary contact for my show?

If we need to reach your company, it's useful to have an alternate contact should your primary contact be unavailable. We will also send out bulletins to all the named contacts so that those members of your company can be kept up-to-date on Fringe news. All contacts you enter will be sent information pertaining to participating in the Fringe and becoming a member of the Edinburgh Festival Fringe Society. They can opt out of the mailing list at any time.



*Media contact details:

Details of your media contact will be given out to accredited journalists and other organisations that can provide useful support in the promotion of your show. Make sure your designated person is aware that journalists may approach them.

You can change the person designated at a later date through edfringeware. It is very important to ensure you update your registration information if you change the person designated at anytime. This can be done even after the programme has been produced. Your media contact will not appear in your listing in the printed Programme. If you want this person to be able to edit details in edfringeware, they will need to be registered as an edfringeware user and added as a Show or Organisation Administrator. For details on adding Administrators to your show or organisation, see the [Managing show contact/People section](#) below

Who should I name as my show's media contact?

The person you name for this role will be the point of contact in all matters relating to media and marketing. They will need to keep in regular touch with the Fringe Media Office, as well as answer enquiries from festival journalists. Select someone who can commit fully to working on your press and marketing at first on a fairly part-time basis from May to July and then full-time (preferably on the ground in Edinburgh) for the month of August. The first few days after arriving in Edinburgh are a particularly busy time for the media so, if possible, it's best not to nominate someone who will be mainly focused on getting your show up and running (eg, the director).

*First name: _____

*Last name: _____

Job title: _____

Address line 1: _____

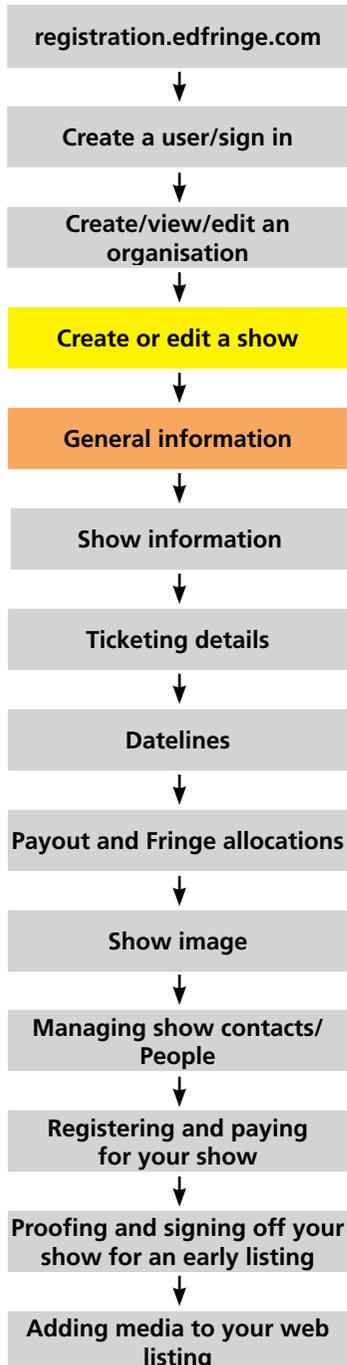
Address line 2: _____

Town/City: _____

Country: (dropdown)

Post/Zip code: _____

*Email: _____



* Telephone 1: _____

Telephone 2: _____

Telephone 3: _____

Secondary media contact

Please enter details of a secondary media contact (if you have one).

Your Media Contact will be added to our Media mailing list. We strongly advise against ‘role specific’ email addresses like admin@ or info@ as they are generally rejected by bulk email systems and will mean you won’t receive information vital to getting media coverage for your show.

Promoter

Please select your promoter from the list below if you have one. If you do not have an agreement with a promoter please leave this section blank. A promoter is someone who produces your show and takes care of the marketing and administration side and will have access to ticket sales reports from the Fringe Box Office. Please make sure that you only pick a promoter from the list in edfringeware if you have a formal agreement with the company or individual. Selecting a promoter allows this person or organisation access to your Box Office Ticketing reports.

If the name of your promoter does not appear in the drop down list then please email programme@edfringe.com

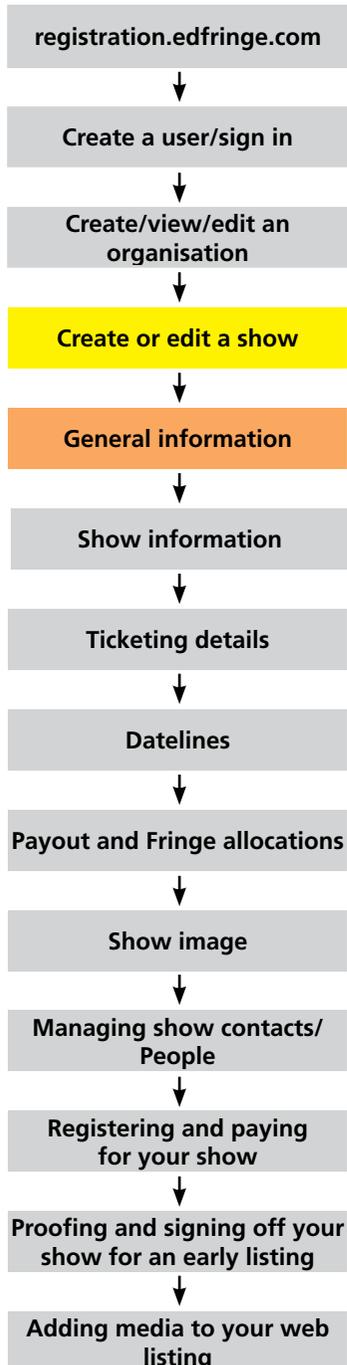
Touring

We offer advice and services to help you develop your show and career beyond the Fringe and to help you engage with the programmers and producers who visit the Fringe. Please see www.edfringe.com/participants/participant-development for more details. If you are interested in touring your show after the Fringe and in our professional development services, please answer yes to the question below.

***Is your show available for touring after the Fringe? Yes/No**

If you have answered yes, then please give the contact details for the person who should receive information about the development service. Please note that these contact details will also be used to communicate industry ticketing information and will be given to professionals accredited with our Arts Industry Office, so the named person should be prepared to receive enquiries.

***Are you interested in further professional development opportunities for your company and individual members? Yes/No**



***Touring and Development Contact:**

If yes to either of the preceding questions, then you will be asked for the details of a Touring and Development Contact. This person will be the point of contact for the Fringe Society Arts Industry Office that accredits programmers, producers, promoters and scouts who come to the festival looking for new work and talent. Please provide contact details that can be given out to Arts Industry professionals.

*First name: _____

*Last name: _____

Job title: _____

Address line 1: _____

Address line 2: _____

Town: _____

Country: (dropdown)

Postcode: _____

*Email: _____

*Telephone 1: _____

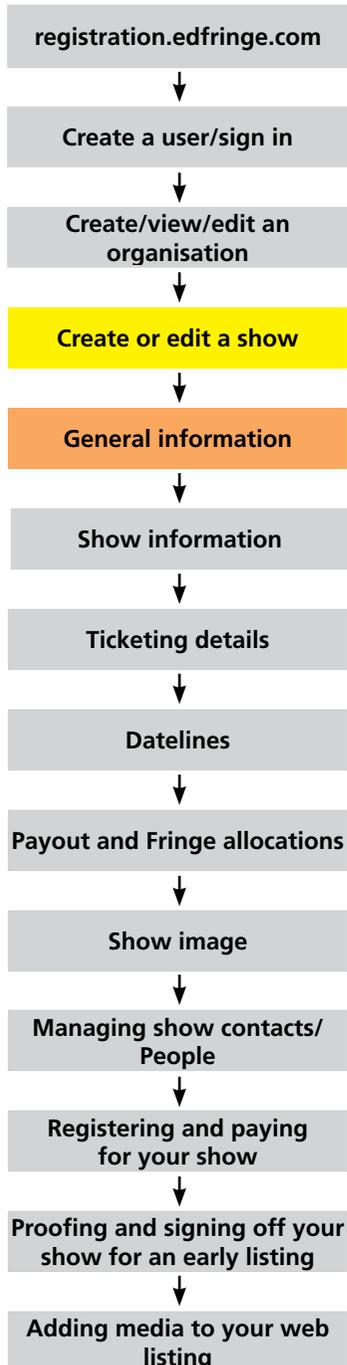
Telephone 2: _____

Telephone 3: _____

***What is your company's country of origin?**

– select from drop down list (regardless of the nationality of the performers). **website**

Please select your country of origin as you would like it to appear online. You should select the country with which your company identifies as coming from, regardless of the nationality of individual members. This information will be searchable on edfringe.com, but will not be included in the printed programme.



***Are any of your company members non UK-nationals for tax or immigration purposes? Yes/No**

If you have answered yes, please note that if any performer in a company is a non-UK resident, they may need a visa to perform at the Fringe. More information can be found at www.edfringe.com/participants/international-companies. The company may also need to submit an FEU form to ensure that they have any potential tax liability calculated correctly. For more information about Foreign Entertainers Tax, see <https://www.edfringe.com/participants/international-companies>.

Company twitter handle: performer/group twitter handle.

This will not be published, but used by the Edinburgh Festival Fringe Society as part of our social media campaign. This can be updated at any point by contacting us if you don't yet have this information. An additional Twitter handle can be added in the Media tab.

***In how many Edinburgh Festival Fringes has your company taken part?**

Enter zero if this will be your first year on the Fringe.

***Which of the following best describes your group? This is how you would describe yourselves.**

This information will not be listed in the Fringe Programme but will be searchable on edfringe.com.

- Student/Youth Company
- Amateur Company
- Semi-professional Company
- Professional Company

***How many performers are involved in your show?**

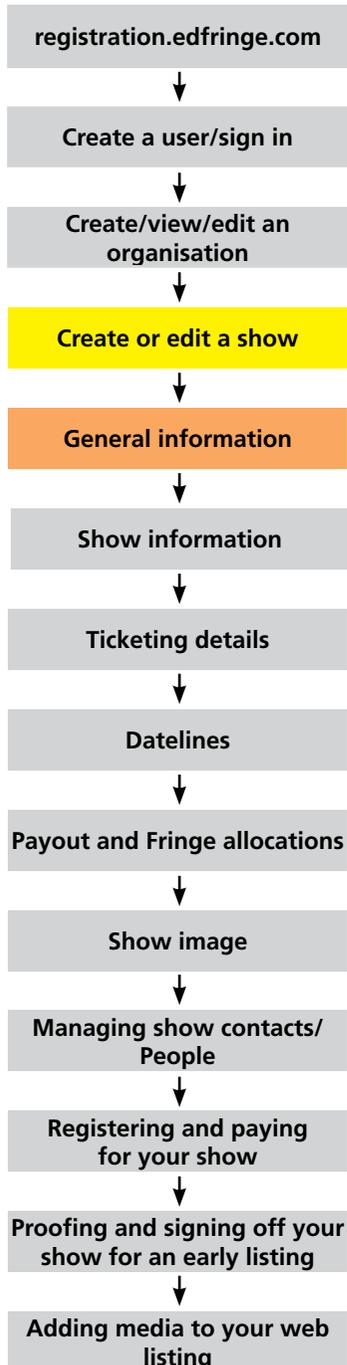
Please include all performers involved with your show.

***How many non performers are involved in your show?**

Please include all backstage crew, producer, writer, director etc.

Company list

The Company List is a place for you to store and share with us a list of the names and job titles of the people in your company. To add people to the Company List click on the [Add company member](#) button and fill out their details.



Member details

*First name: _____

*Last name: _____

*Job title: _____

Welcome Letter: Yes/No

Please note:

- adding someone to this Company List will not result in them being sent any emails or any other correspondence from us
- you can add people to this Company List at any time, including after show registration.

Welcome Letter

If you select the Welcome Letter option, you will be asked to supply the following information:

Date of birth: _____

Nationality: _____

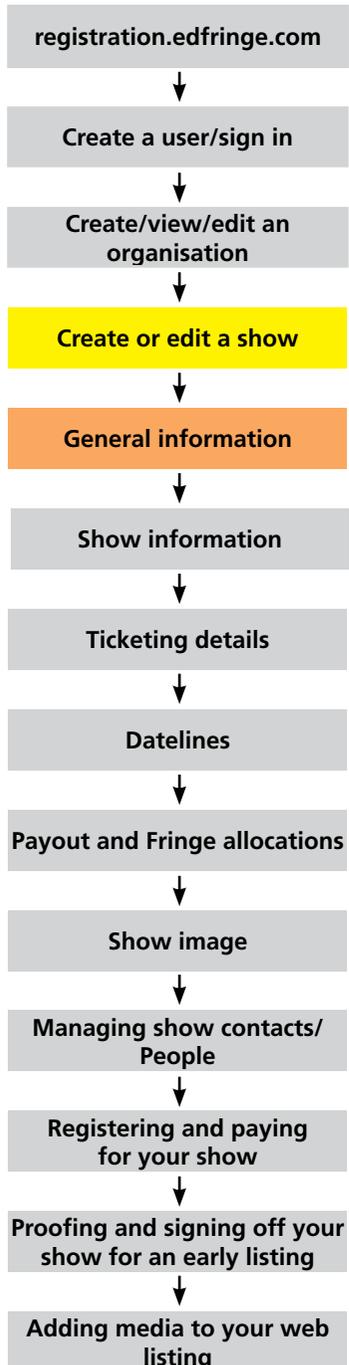
Passport number/ID Card number: _____

Travelling to Edinburgh from which city? _____

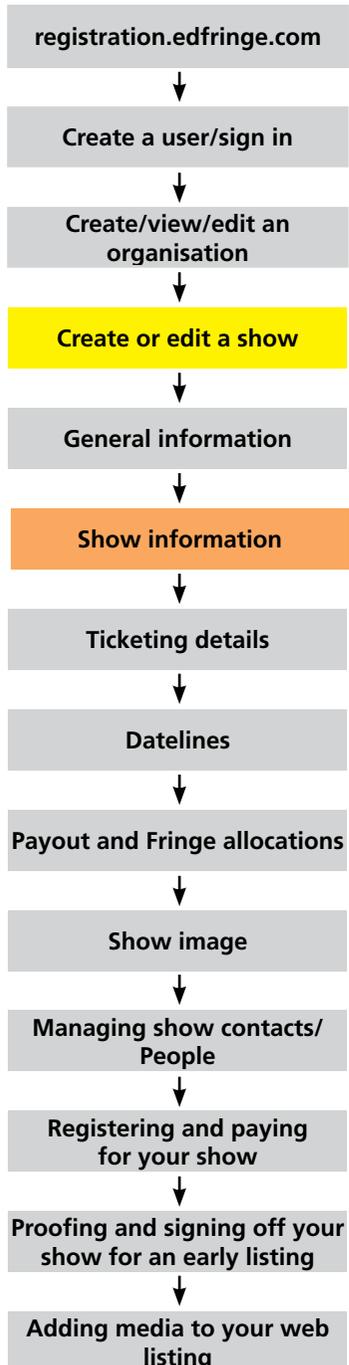
Once these fields have been completed for all company members, if you would like to receive a Welcome Letter, click [Request Welcome Letter](#). You can update this list at any time before the Fringe, so don't worry if you don't have this information ready when you are registering.

Invite to be show read-only contact

You can invite company members to be show read-only contacts. This will allow company members to view show details, but not make changes. Shows that you are a read-only contact for will be listed under Shows with Read-only Access from the left hand menu.



Click [invite](#) to add the company member as a show contact. Complete the subject line and message field. They will be sent an email, asking them to click the link [Accept or reject the association](#). They need to click this link for show information to appear in their edfringeware account. If they do not already have an account, they will be prompted to create one.



Show information

Show details

***Show name (as it will appear in the Programme):** **programme/website**

Please note that the number of words in your show name will be taken off the number of words for your programme copy. So, your programme copy is 40 words less the number of words in your show name.

If you wish to convey in the title line of your Programme listing that there is no admission price to see your show, add a dash after the title, followed by 'free' (eg, Comedy Breakfast Buffet – Free). Do not punctuate after 'Free'.

The show name is locked once you have paid your registration fee. If you need to edit your show name, please email programme@edfringe.com.

***Performer or performing company name (as it will appear in the Programme):** **Maximum 10 words** **programme/website**

The Performer or Performing Company Name field is one of the key fields for identifying your show. It appears in both your programme copy and in the programme index, as well as being searchable on the website.

We strongly advise that you take the time now to ensure the name you enter here is as you wish it to appear in the Programme. If you do need to change this in the future, please ensure you contact us first so we are aware of the change and can check it in our proofing process.

If you wish to indicate that you are part of a larger group or association at the Fringe, you can do this by adding a dash after your company name (eg, Company Name / Free Fringe).

Show website: **website**

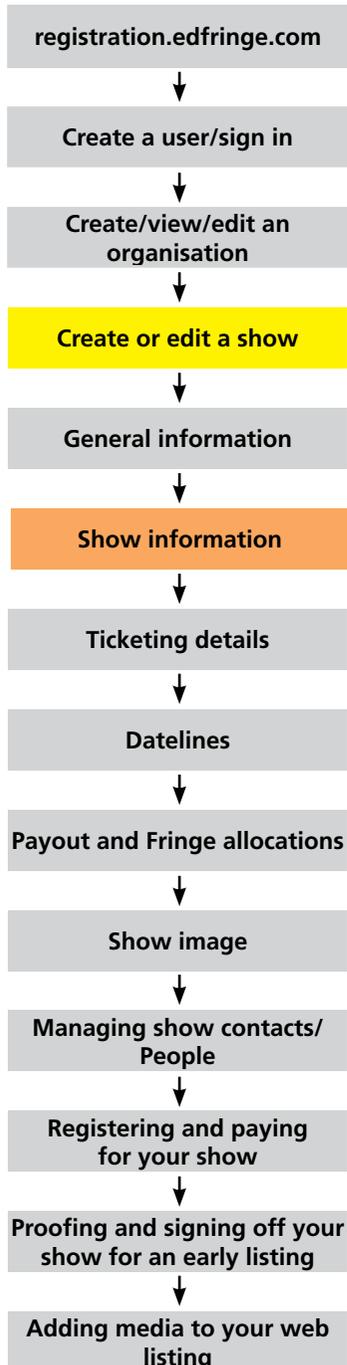
The show website URL will not automatically appear in your printed programme entry. If you want to include it, you will need to add your website address as part of your 40 word programme copy. You do not need to add the URL to the Web Copy (100 words) as it will be automatically added to your edfringe.com website listing. Please note website addresses only count as one word in your copy.

Websites will be restricted to two levels beneath the domain name, ie, www.edfringe.com/shows/myshow. (You will be able to add additional media links such as a Twitter handle in the [Media Content tab](#) below.)

Show twitter handle: _____ **website**

Author of your show/production: _____

The author of your show.



Genre

***Which section of the Programme do you want to be listed in? programme/website**

Choose one of:

- Cabaret and Variety
- Children's Shows
- Comedy
- Dance, Physical Theatre and Circus
- Events
- Exhibitions
- Music
- Musicals and Opera
- Spoken Word
- Theatre

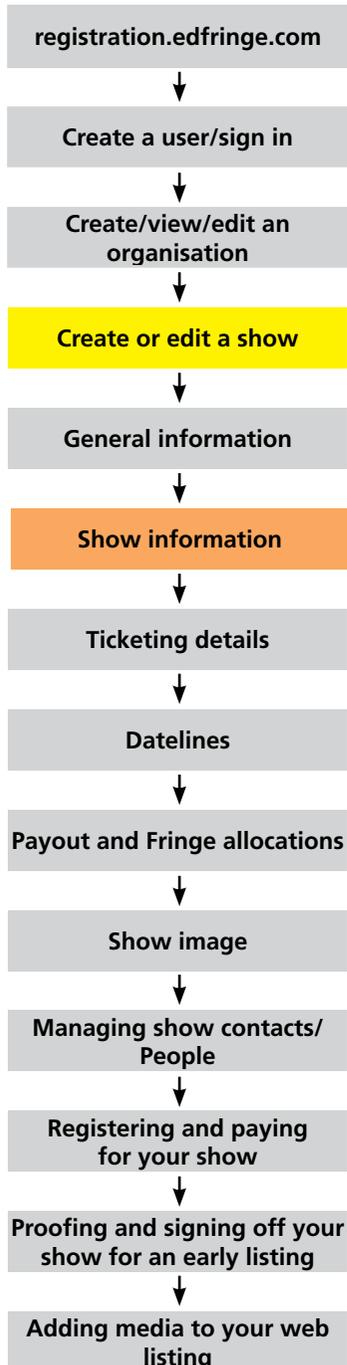
The choice of where in the Programme to put your show should be made based on form rather than content. A musical by Rodgers and Hammerstein, for instance, could be classed as Theatre, Comedy, Dance, Physical Theatre and Circus or Music if judged by its content, but based on its dramatic form would (and should) be placed under the heading of Musicals and Opera.

The exceptions to this rule are those pieces that belong in the Children's Shows section, as this category is based on an intended audience rather than show type.

If you select the Children's Shows section, then you will be asked:

***For which age range is this show suited? Please indicate by selecting the appropriate age range. programme/website**

For example, 3-10 years old.



Subgenres **programme/website**

To help you represent your show in a bit more detail and to inform audiences, you have the option to pick subgenres within your main programme listing. You can pick any combination you think will help an audience understand your show. We advise against repeating the main genre category you selected. The subgenres will appear in the printed programme. Select two from:

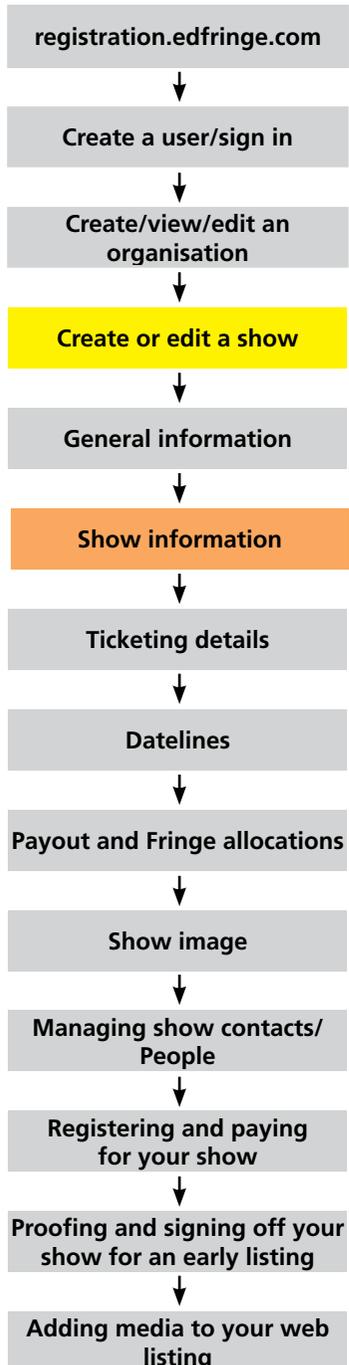
- | | | | | |
|------------------------------------|--|--|-------------------------------------|------------------------------------|
| <input type="radio"/> absurdist | <input type="radio"/> dance | <input type="radio"/> international | <input type="radio"/> poetry | <input type="radio"/> storytelling |
| <input type="radio"/> a cappella | <input type="radio"/> devised | <input type="radio"/> jazz | <input type="radio"/> political | <input type="radio"/> swing |
| <input type="radio"/> acrobatics | <input type="radio"/> drama | <input type="radio"/> LGBT | <input type="radio"/> pop | <input type="radio"/> talk |
| <input type="radio"/> adaptation | <input type="radio"/> event | <input type="radio"/> light opera | <input type="radio"/> puppetry | <input type="radio"/> tap |
| <input type="radio"/> ballet | <input type="radio"/> exhibition | <input type="radio"/> magic | <input type="radio"/> revue | <input type="radio"/> tasting |
| <input type="radio"/> blues | <input type="radio"/> family | <input type="radio"/> mime | <input type="radio"/> rock | <input type="radio"/> theatre |
| <input type="radio"/> burlesque | <input type="radio"/> film | <input type="radio"/> modern | <input type="radio"/> satire | <input type="radio"/> tragedy |
| <input type="radio"/> cabaret | <input type="radio"/> folk | <input type="radio"/> multimedia | <input type="radio"/> science | <input type="radio"/> traditional |
| <input type="radio"/> children's | <input type="radio"/> flamenco | <input type="radio"/> music | <input type="radio"/> sci-fi | <input type="radio"/> true-life |
| <input type="radio"/> circus | <input type="radio"/> game show | <input type="radio"/> musical theatre | <input type="radio"/> sculpture | <input type="radio"/> variety |
| <input type="radio"/> classical | <input type="radio"/> hip hop/breakin' | <input type="radio"/> new writing | <input type="radio"/> seminar | <input type="radio"/> verbatim |
| <input type="radio"/> clown | <input type="radio"/> historical | <input type="radio"/> opera | <input type="radio"/> solo show | <input type="radio"/> visual art |
| <input type="radio"/> comedy | <input type="radio"/> horror | <input type="radio"/> painting | <input type="radio"/> site-specific | <input type="radio"/> vocal |
| <input type="radio"/> compilation | <input type="radio"/> improv | <input type="radio"/> performance art | <input type="radio"/> sketch show | <input type="radio"/> walk |
| <input type="radio"/> contemporary | <input type="radio"/> installation | <input type="radio"/> photography | <input type="radio"/> spoken word | <input type="radio"/> workshop |
| <input type="radio"/> craft | <input type="radio"/> interactive | <input type="radio"/> physical theatre | <input type="radio"/> stand-up | <input type="radio"/> world music |

Show listings

*Programme copy – 40 WORDS **programme**

In the first box please enter your programme copy. You have 40 words for your printed programme copy, including your show name.

Please DO NOT copy and paste text into these boxes, but type your show copy directly into the box. If you paste copy from software such as Microsoft Word it can distort the format we receive the text. Copy and paste your text into a text editor and choose Remove Formatting before you cut and paste into edfringeware. Also, please note you won't be able to edit copy over the word limit in edfringeware, so do ensure you have edited your copy to the right length before you enter it.



*Website copy – 100 WORDS website

In the second box, please enter your website copy. You have 100 words for your website listing. If you have entered a show website under Company Details, then a link will automatically be generated at the top of your listing on edfringe.com to this address. So there is no need to include this in your copy.

Your programme and web copy will be edited to conform with the *Edinburgh Festival Fringe Society's Style Guide* and for grammar. Some key style points that you should be aware of are:

- We use single inverted commas (' ') around quotations but not in show titles or other publications, which should be in significant capitals.
- All media quotations must be attributed to a publication and be verifiable. Identify the source in brackets eg, (*Metro*). If the source is a website, please give the url.
- Published press sources should be written in italics. Those normally beginning with 'The' should omit that word in parenthetical citations, eg, (*Scotsman*), (*List*). Italics will only be used to denote publications and not for emphasis.
- For star ratings, simply include * without spaces. Note that these will appear as [s]*[s] on your proofs (and italics will appear [i]text[/i]). A three star rating (***) without spaces) counts as one word.
- Do not use hyphens for compound adjectives where the meaning is clear, eg, the civil rights movement.
- URLs will be restricted to two levels of hierarchy below the domain or home page. (www.edfringe.com/shows/myshow). We will not accept urls that are based on database queries (www.mydomain/page10.php?ec=f&id_show=52016) as they are not sensible to the reading audience. You can, however, use them for the web address that will appear as part of your edfringe.com listing.

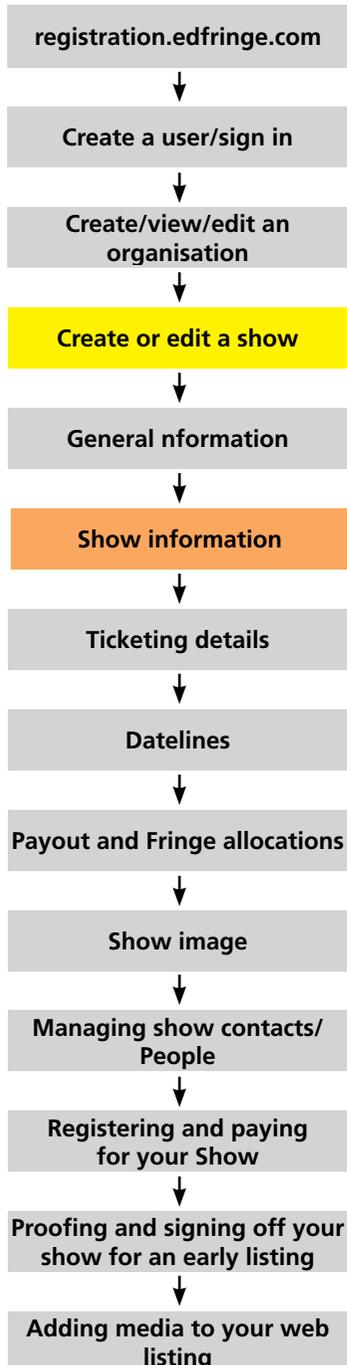
[More information can be found in the Fringe Style Guide.](#)

If there is anything unusual and which you think is vital to your branding you would prefer us not to edit, please email programme@edfringe.com. If your needs do not contravene the style guide, we will attempt to leave them as you have requested. It is also not possible to have line breaks, bold or other formatting in either the printed programme or online. If you need accents or symbols included in your copy, please discuss this with the programme team.

Why is my word count coming in at over 40 words?

You are allocated a total of 40 words for your show title and copy combined. The following are each counted as one word:

- Website URLs
- Each of: a, an, and, at, for, from, I, in, of, the, to
- Any complete words joined by a hyphen
- One-word abbreviations (eg, UK)
- Discrete number groups (eg, 10, 23, 865)
- Star ratings
- eg, ie, etc.



If you still believe that your word count is being incorrectly calculated, please contact us. Please be aware that if you copy and paste text into the copy boxes, invisible formatting may be copied over that could affect your word count.

***Select the appropriate age range from the list for your audience: programme/website**

- Universal (for all age groups)
- Parental Guidance (PG)
- 12+
- 14+
- 16+
- 18+

If, due to licensing laws, entry to your venue is restricted to over 18s at the time of your show, choose 18+. Please remember to check with your venue whether any age restrictions apply.

Please note that many Fringe venues are licensed pubs, clubs and bars that do not allow children at certain times. Even if your show is Universally rated, you should choose 18+ if your venue will not allow children entry at the time of your performance. If you have multiple times for your show and some are at times when children are allowed entry and some not, contact us on programme@edfringe.com and we'll help you find a solution. An 18+ after 21:00 or similar tag should be added to your venue's information if the venue has age restrictions.

If you have chosen a universal or parental guidance rating, you will not be asked to further specify whether this is a restriction or a guideline.

If you chose an Age + range (eg, 12 and above), you will be required to answer the question below.

***Is the age range you have chosen a guideline (ie, show content is advised to be suitable for the age you select, but younger children can attend) or a restriction (ie, no children younger than the age you select will be allowed into the show)?** Guideline Restriction?

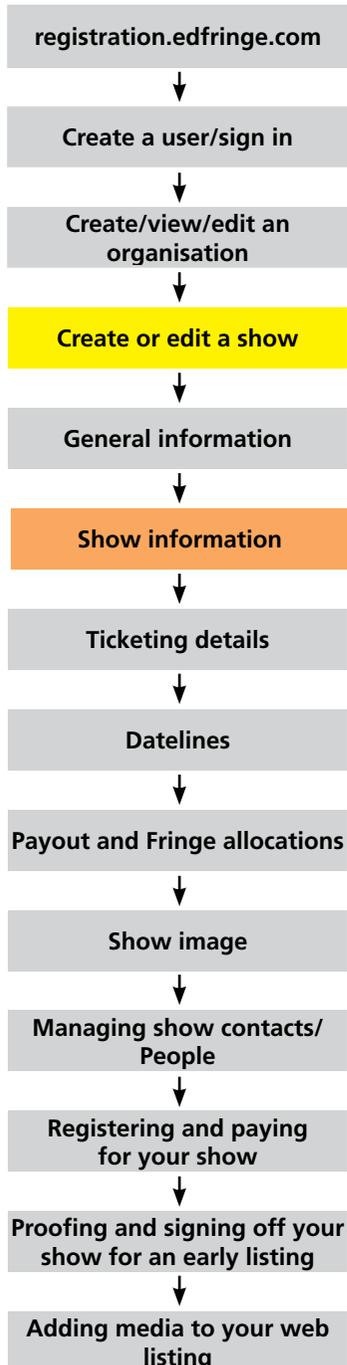
This information is used by the Box Office to advise customers when purchasing tickets. If you have opted to be listed in the Children's Shows section of the programme you will also previously have been asked to state an age range that the show is suitable for.

***Is your show premiering at this year's Fringe? Yes/No** programme

To qualify as a premiere, your show must meet certain criteria.

- Your production of this show must be its first ever production, anywhere in the world.
- The show cannot have had more than six preview performances, anywhere in the world prior to its Fringe debut.
- It must constitute a substantially new work ie, not an adaptation or simple reworking of material already in existence.

If you select yes to this question, your show will be marked as a World Premiere (P) in the printed programme.



***Is your show accessible to audiences regardless of the language they speak? Yes/No programme**

Some shows (for example a show in the Events or Music section) do not depend on language or text to be understood by the audience. If the person attending does not need to speak English, or any other specific language to appreciate your show, please select yes. If you select yes, in the printed programme a symbol (A) will appear next to your listing to indicate that your show is accessible to audiences regardless of what languages they speak.

***Is your show eligible for a Fringe First Award? Yes/No**

The Fringe Firsts are given in recognition of the best new writing on the Fringe, as decided by the *Scotsman's* team of critics.

In order to qualify, your show must meet certain criteria which can be found at www.edfringe.com/participants/awards#ScotFringeFirst. Please note that you can't enter directly for a Fringe First Award, all you can do is testify to your eligibility for consideration by selecting yes here.

Please see the rest of the Awards page (www.edfringe.com/participants/awards) for more information about other awards that take place over the Fringe period.

***Are you using music during your show? Yes/No**

Every show must complete an online PRS declaration form for the Fringe Society, declaring whether you are using music. This applies even if you are not playing music, are playing non-copyrighted music, or are playing music for which you already have a licence.

If you are using music in your show, you may have to pay royalties to the composers and musicians who created it. For more details please see www.edfringe.com/participants/music-licensing.

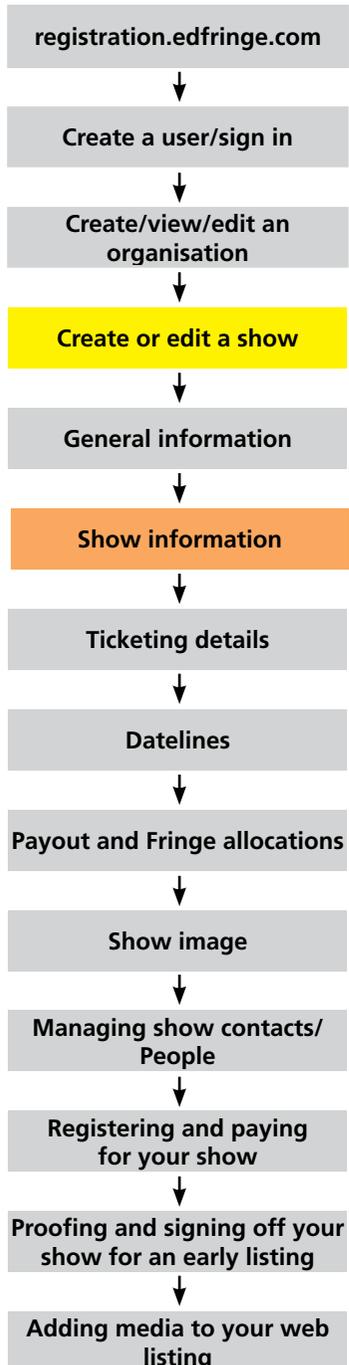
If you select yes, then you will be asked:

***Is any of this music recorded? Yes/No**

If you will be playing music from MP3, CDs or any other recorded sources, please tick yes so we can send you the relevant music licensing information to cover your use of music. Please note that recorded music may be liable to PPL payments as well as PRS (see <https://www.edfringe.com/participants/music-licensing> for details).

How do I pay my PRS for Music contributions?

The Fringe Society operates a bespoke deal with PRS for Music and all shows (whether you are playing music or not) have to fill in a simple online form about their music use to work out their contributions. The form will be available from July 2015 and will take you through the process of submitting all your information and working out if you need to make any contributions. Any money owed is then deducted from the show's Box Office takings before they are paid out by the Fringe Society.



*Do you have the rights to perform this show? Yes/No

If you are performing work (excluding music) that you did not create yourself, or is adapted from an existing piece, you may need to obtain performance rights. Music is licensed under separate arrangements, please see www.edfringe.com/participants/music-licensing.

*Would you like to opt out of receiving audience reviews on edfringe.com? Yes/No **website**

Audience reviews will be published on edfringe.com and can only be submitted by a member of audience who purchased their tickets from edfringe.com. Any review posted on edfringe.com can be reported to the Society as inappropriate by using the Report Abuse function. The Society will then review the post and may remove it if it is found to contain any of the following.

- Personal abuse
- Hate speech
- Expletives/offensive/threatening language (based on the [Edinburgh Festival Fringe Style Guide](#))
- Spam
- Spoilers / sensitive plot information

*Is there information for the Fringe Box Office regarding your show content (eg, nudity, adult themes, strong language, walking involved, strobe lighting). Do not include age limits. **website**

Any information that you enter here will be reviewed by the Box Office team, and if necessary a warning will be printed on tickets sold through the Fringe Society Box Office. Examples include: contains strobe lighting, smoke machines, nudity etc.

Show Accessibility

We encourage all participants to make their work as accessible as possible and to offer facilities to customers with access needs. Please see the [Fringe Guide to Adapting Events for Deaf and Disabled Audiences](#) for more details. Please note, for the first time this year, information here will be included (along with performance space information) in the Fringe Programme.

*Audio description: Yes/No **programme/website**

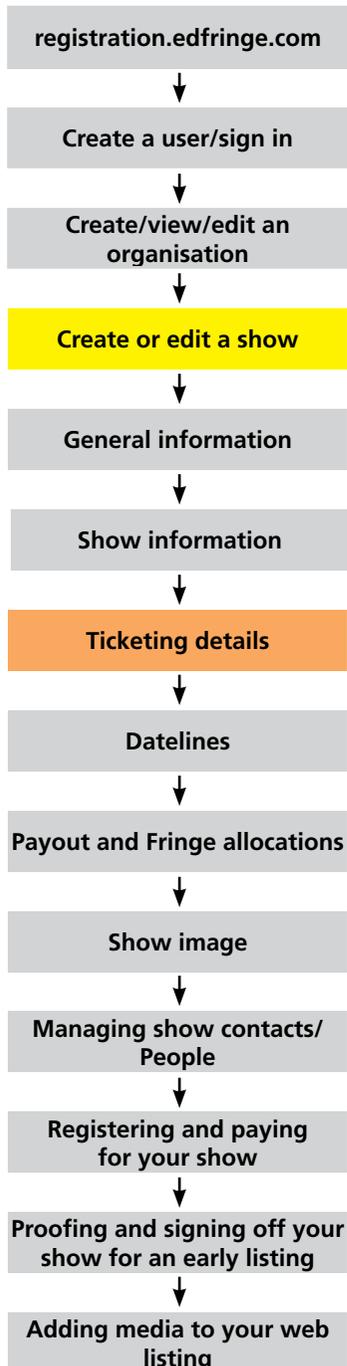
Audio description refers to an additional narration track for members of the audience who are visually impaired. If yes, please list audio described performance dates.

*Signed performances: Yes/No **programme/website**

If yes, please list signed performance dates.

*Captioning: Yes/No **programme/website**

Captioning, or subtitling, allows people with impaired hearing to read a transcript of the action. If yes, please list captioned performance dates.



***Relaxed performances: Yes/No programme/website**

A relaxed performance is designed to make theatre more accessible to individuals and their families with autism or other special needs. The experience will be less formal, in a more supportive and friendly atmosphere. It is understood that audience members may need to make more noise, move around, or leave and re-enter the auditorium during the performance.

Sometimes a quiet time out space will be provided for audience members who need to take a break during the performance. There will often be some changes to the production such as lighting or sound levels, house lights staying on low, warnings before loud noises, etc. Additional Front of House or trained staff may be on duty to assist the audience.

Sometimes a Visual Story is provided. This is a document containing photos and short descriptions that will explain the whole theatre visit, from arriving at the venue to leaving. This might include photos of the theatre entrance, auditorium, box office, descriptions of what happens when the show starts, etc.

A Visual Synopsis may also be provided, which can be helpful if audience members need to exit the performance at any point. A visual synopsis will consist of photos and short descriptions of the characters, setting and plot.

Relaxed performances are designed for anyone who would benefit from a more relaxed theatre environment, for whatever reason.

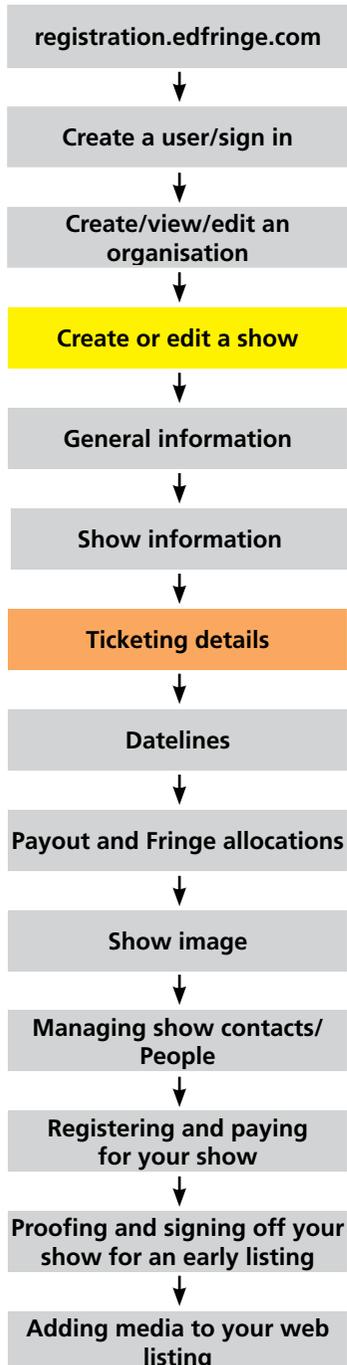
If yes, please give dates.

***Other disabled facilities: Yes/No website**

Please list details of services provided for disabled patrons and the performance dates when these services will be provided.

For advice on providing increased access to your show via any of the facilities mentioned above, please contact the Fringe Society on equalities@edfringe.com.

Press the blue Save This Tab button to save any changes that you have made.



Datelines and Venues

Ticketing details

***Is this a ticketed show? Yes/No programme/website**

If show is not ticketed, no further questions will be asked.

If your show charges for admission, you will need to confirm that this is a ticketed show. Free shows can be either ticketed or non-ticketed. If a free show is ticketed, tickets can be obtained from the Box Office counters, over the phone and online.

Please note that a booking fee is charged to customers who order tickets online, with the app or over the telephone. Box Office counter sales do not incur a booking fee.

If your show is ticketed, you will be asked the following two questions.

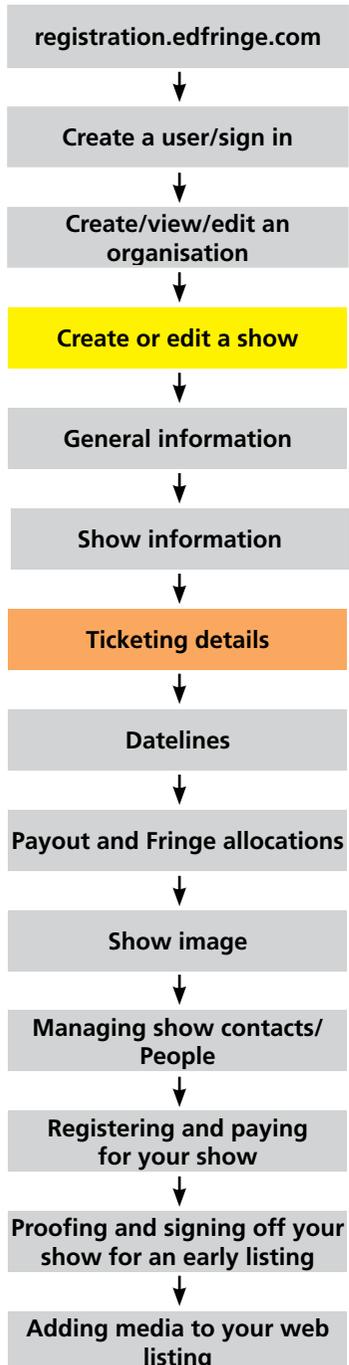
***Please indicate how many tickets you would like allocated to Media: (4 by default)**

***Please indicate how many tickets you would like allocated to the Arts Industry: (2 by default)**

The Fringe Society recommends that you make four tickets available per performance to journalists and reviewers via the Fringe Society's Media Office and two tickets available to Arts Industry professionals (promoters, producers, venue programmers etc) via the Fringe Society's Arts Industry Office. These numbers are set as defaults.

The Media Office accredits journalists and reviewers, and the Arts Industry Office accredits promoters, programmers and producers attending the Fringe. Both offices operate a ticketing service and by making tickets available, you will give us permission to assign these tickets to media and arts industry professionals whose interests are relevant to your show. It's the easiest way to make sure that these people can book tickets to come and see your work.

These tickets are taken from your Fringe Box Office allocation. There is no commission on them and they will not be held back should your show/performance sell out. Please contact participants@edfringe.com if you have any further questions. Your venue contract should also detail arrangements for complimentary tickets or house seats arranged through your venue and any charges attached.



Ticket offers

Only required if you have indicated that your show is ticketed.

***2 for 1 (Day 1): select if you want to be part of 2for1 for Monday 10 August [programme/website](#)**

***2 for 1 (Day 2): select if you want to be part of the 2for1 for Tuesday 11 August [programme/website](#)**

This is one of several promotional ticket offers in which your show can participate through the Fringe Box Office. Tickets for participating shows are made available at a rate of two-for-the-price-of-one for performances on Monday 10 and Tuesday 11 August. This is a popular way to build early audiences and spread word of mouth about your show. 2 for 1 will be available on full price tickets only. Please ensure these dates are in your show run before choosing to be included in this offer.

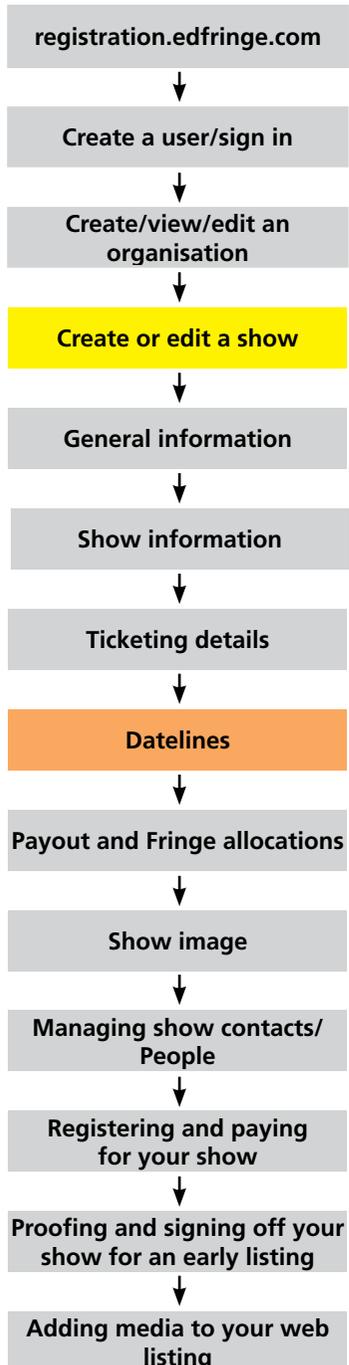
You can chose to be part of the 2 for 1 offer on both of these days, one or none.

***Group Bookings: Yes/No [website](#)**

For participating shows, the Fringe Box Office will offer customers a 10% discount on the purchase price of 10 tickets or more. Customers will be offered normal ticket concession prices only if these make for a lower total cost than the 10% discounted rate.

***Friends of the Fringe: Yes/No [programme/website](#)**

Taking part in this ticket offer means we will sell tickets for any performance at a rate of two-for-the-price-of-one to all Friends of the Fringe – audience members who have paid in advance for this and other special services. The Friends are some of the most supportive, experimental and generous Fringe-goers around and their word of mouth is one of the best marketing tools there is during the festival. See edfringe.com for the terms and conditions of the Friends of the Fringe and to learn more about the benefits for participants of the Friends 2for1 offer and marketing to the Friends.



Datelines

Click Create a Dateline. A pop-up window will appear which will take you through the following four screens:

- *Date – the dates of your run
- *Venue – the venue(s) your show is being performed in
- *Time – the start time of your show
- *Pricing – ticket prices and concessions

To create a dateline for your performance, click [Create a Dateline](#). There is no limit to the number of datelines you can enter, though you must enter at least one dateline.

A box will appear displaying a calendar for August 2015. If you wish to add a date from the end of July or the beginning of September, please use the arrow keys either side of the month to change the calendar view.

Preview Performances [programme/website](#)

If you wish to indicate a preview performance, please list these dates on a separate dateline and check the box [Are these performances previews?](#)

In the printed programme a preview (X) on 09 Aug and a normal run 10-16 Aug would therefore need two datelines, and would be listed:

X Aug 09, 17:00 (1h) £5.00
 Aug 10 – 16, 17:00 (1h) £7.00

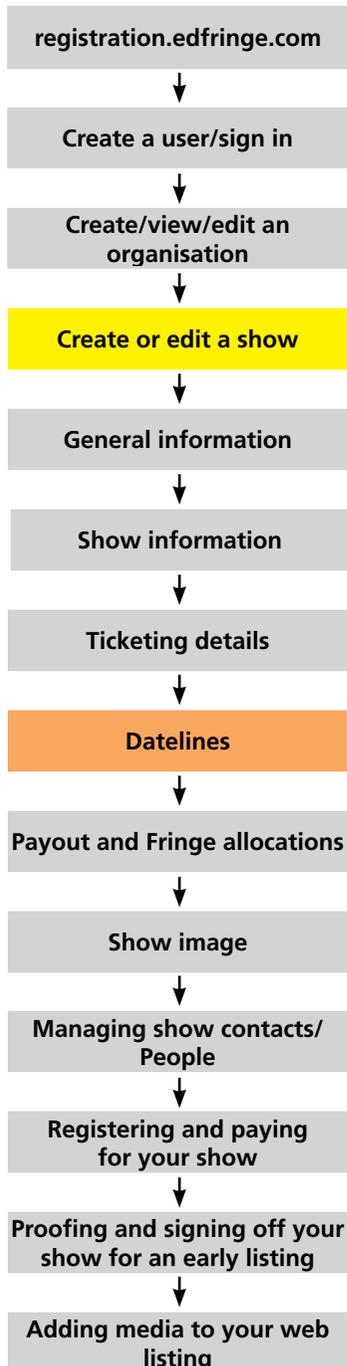
Each individual dateline must have identical details (other than dates), so times, prices (including concessions) and duration must all be identical for all dates in a dateline. Likewise, all dates with the same details should be in the same dateline.

Example

So if your run is a preview performance on 18 August at 14:00 for 1hr with tickets at £5.00 and £3.00 concessions, 19,20,25 Aug at 14:00 for 1hr with £7.00 tickets and £5.50 concessions, 22 Aug with the same details except with an additional concession for disabled patrons, and then 21,23,24 Aug at 14:00 for 1hr with tickets at £9.00 and £7.00 concessions, you would enter:

[Create a dateline](#)

Choose the date 18 in the calendar and click the box [Are these performances previews](#) to indicate that they are. Click [Next](#). Choose the venue for which you have an agreement for these dates, and the correct space. Click [Next](#). Select start time and duration. Click [Next](#)



Is this dateline free? Select **No** and fill in prices for this dateline (Full Price £5.00, Concession £3.00). Press **Save**. The dateline will be added to your list.

Click **Create a Dateline**

Choose the dates 19,20,25 in the calendar. Do not click the box **Are these performances previews**. Click **Next**.

Choose the venue for which you have an agreement for these dates, and the correct space. Click **Next**.

Select start time and duration. Click **Next**

Is this dateline free? Select No and fill in prices for this dateline (Price £7.00, Concession £5.50). Press **Save**.

The dateline will be added to your list.

Click **Create a Dateline**

Choose date 22 in the calendar. Do not click the box **Are these performances previews**. Click **Next**.

Choose the venue for which you have an agreement for these dates, and the correct space. Click **Next**.

Select start time and duration. Click **Next**

Is this dateline free? Select **No** and fill in prices for this dateline (Price £7.00, Concession, £5.50 Additional Concession of £3.00 for disabled using the field below). Click the radial button beside an additional concession such as Disabled. Press **Save**.

The dateline will be added to your list.

Click **Create a Dateline**

Choose the dates 21, 23, 24 in the calendar. Do not tick the box **Are these performances previews**. Click **Next**.

Choose the venue for which you have an agreement for these dates, and the correct space. Click **Next**.

Select start time and duration. Click **Next**

Is this dateline free? Select **No** and fill in prices for this dateline (Price £9.00, Concession £7.00). Press **Save**.

The dateline will be added to your list.

The resulting datelines might look like this:

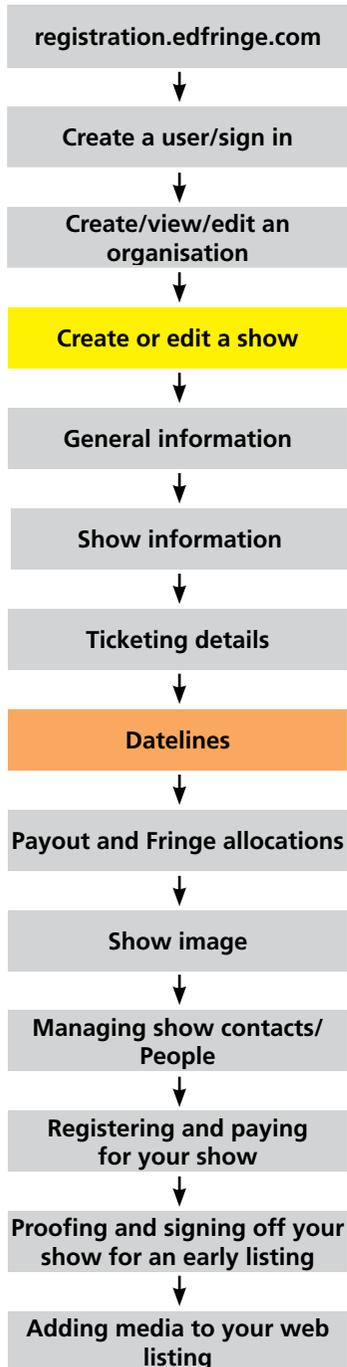
XAug 18: 14:00 (1hr) £5.00 (£3.00)
 Aug 19-20,25: 14:00 (1hr) £7.00 (£5.50)
 Aug 22: 14:00 (1hr) £7.00 (£5.50) (£3.00D)
 Aug 21,23-24 14:00 (1hr) £9.00 (£7.00)

Note: edfringeware will highlight your preview datelines in blue on the web page.

Unhighlighted datelines are not previews.

Standard concessions prices in brackets cover all concession types. Additional concessions are represented by the following:

S – Student	O – Senior Citizens
U – Unemployed	C – Children
D – Disabled	F – Family



Other common instances in which new datelines are required also include shows having a matinée and an evening performance (two datelines), shows charging a different ticket price during the week than on the weekend (two datelines) or shows taking place in more than one venue, know as a split venue (different datelines for each venue or space), a single or group of dates with added extra concessions, or a change in duration. The resulting datelines might look like this:

A matinee and evening performance: Aug 19: 14:00 (1hr) £7.00 (£5.50)
 Aug 19: 20:00 (1hr) £7.00 (£5.50)
 Weekend and weekday prices: Aug 11-14 19:00 (1h) £8.00 (£6.00)
 Aug 15,17 19:00 (1h) £10.00 (£8.00)
 Aug 16 19:00 (1h) £10.00 (£8.00) (£7.00D)
 Aug 20 19:00 (1h10m) £10.00 (£8.00)

Split venues

If your show is at more than one venue or in more than one performance space in the same venue, then the datelines for each venue/space will listed seperately and Fringe Box Office allocations.

Canongate Kirk, Canongate, Royal Mile, EH8 8BN
 Aug 3: 14:30 (1h) £8.00 (£6.00)

St Cuthbert’s Parish Church, 5 Lothian Road, EH1 2EP
 Aug 5-8: 14:30 (1h) £8.00 (£6.00)

In the Payout and Fringe Allocation tab you will be given the option of allocating tickets to each venue or performance space within a venue, and selecting where any revenue is to be paid to.

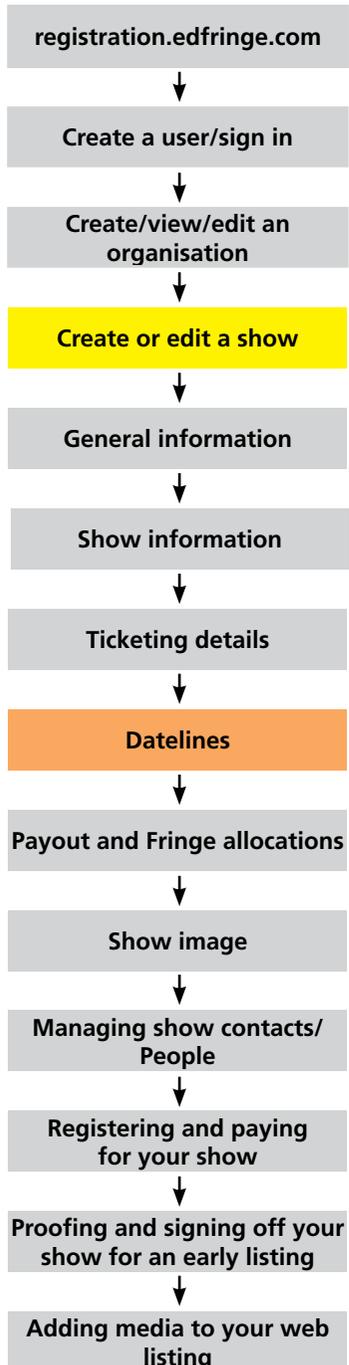
The date range is the 28th July – 1 September 2015. Events outwith these dates will not be listed.

Exhibitions datelines programme

Exhibition times often correspond with the venue opening hours and can therefore look quite different to show start times and durations.

For clarity you will be provided with a text box in which you can detail the exhibition’s opening hours and dates.

You must complete a dateline as normal so the correct registration fee can be calculated. Please include all dates:



For example: a free, unticketed exhibition runs from the 01 August – 26 August, from 10am – 6pm, except Sundays.

- In the dateline, select every day between the 01 and 26 except Sundays
- Select a start time of 10am and a duration of 8 hours
- In the Exhibitions times box enter: Mon-Sat: 10:00-18:00 (Free Non-ticketed).

This is how the dateline will appear in the printed programme, with calendar dates highlighted in bold.

Venue selection **programme/website**

Here is where you identify your show's venue and performance space.

***Select the venue for this dateline: Please chose a venue and space from the drop down list.**

What if my venue / performance space is not listed in the edfringeware drop-down menu?

In the case of a venue or space which begins with 'the', be sure to first check that it has not been alphabetised under T. If your venue or space is still not listed in the first drop-down menu, please contact your venue manager.

Please note: You must have an agreement with a venue in order to complete your registration. Registering a show with a venue which you do not have an agreement with could lead to your registration being cancelled.

Register a venue

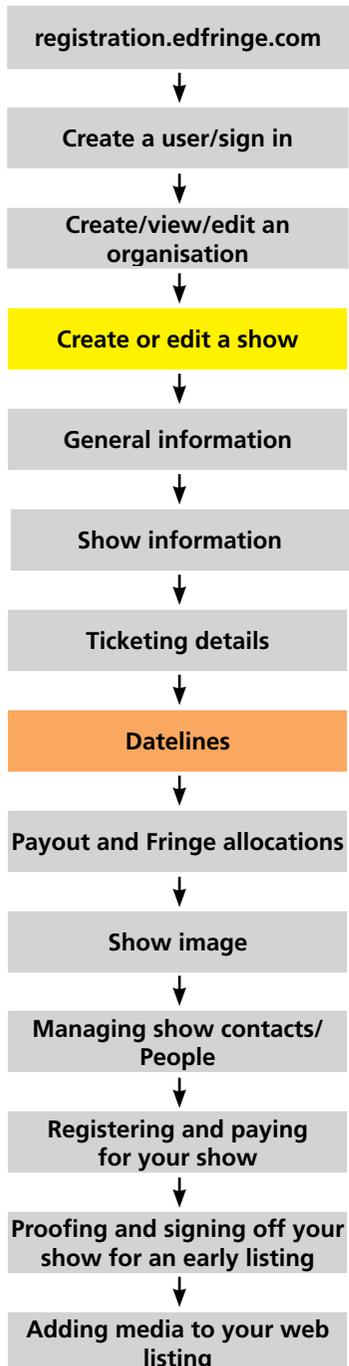
If you are the venue manager and wish to set up a new venue, then please do so by choosing the organisation (and associated contact details) you want your venue to be listed under (go to **My Organisations** from the left hand menu) and select Venues from the top menu.

You will then be able to create a new venue or edit an existing venue (if you have Venue Administrator rights). If you have an agreement with someone else and you cannot find the venue, please ask them to set up their venue, or contact programme@edfringe.com for further help and advice. For more guidance on how to create a venue, contact participants@edfringe.com and see *The Fringe Guide to Registering and Managing Your Venue*.

Time selection **programme/website**

Fringe Time: Please note that the Fringe uses a 24-hour clock. However, Fringe days begin at 05:00, so shows in the early hours (eg, 01:30) will be listed as the day before.

Please select a show start time and duration and make sure that the start time is for your show rather than the start time of the space you have booked in your venue. Start times and duration can be selected in increments of hours and minutes.



Ticket pricing **programme/website**

*Is this dateline free? Yes/No **programme/website**

If you click **no**, you will not be asked to select ticket prices and concessions.

Ticket prices can be in multiples of whole pounds (eg, £1.00) or 50 pence (£1.50).

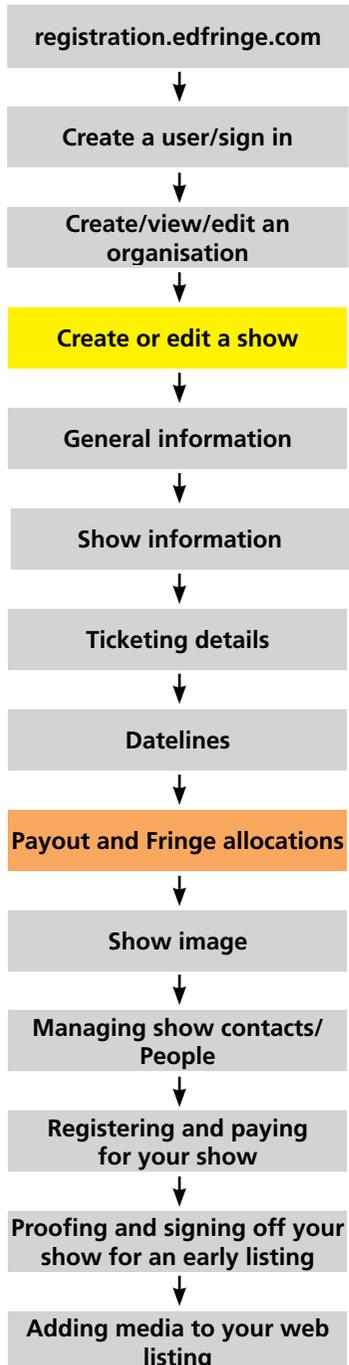
The standard concession rate will be applied to tickets purchased by all of the following: students, unemployed patrons, disabled patrons, senior citizens and children under 18.

You can also add an additional concession for a particular sector. For example, a student theatre group may wish to offer an additional further concession for students.

Alternatively, if you want to limit your concession price to only one of the groups listed, leave the concession field empty, and use the Additional Concession field to indicate the ticket price and groups eligible for that concession. Tick the boxes next to the groups you wish to include.

Family tickets: **programme/website**

Family tickets are sold in multiples of four. If you are adding a concession for family groups, you should enter the ticket value for an individual ticket. So, if you are offering a family of four a group ticket for £20.00, enter £5.00. The ticket buyer will be asked to choose four tickets and will be required to pay £20.00. A family ticket is available to two adults and two children, or one adult and three children. Four tickets will be issued.



Payout and Fringe Box Office allocation

If you have already indicated that your show is free in your dateline, then you do not need to fill in this tab.

However, if you are charging for tickets then you need to complete this page before you can register your show, although you can change these options at any point after registration if you need to do so.

*Where will payments be made?

You need to specify who will receive the Box Office payout. You can chose from:

- You
- Your performer/performing company
- Your venue
- Other

If you select you/your performing company, then the money will be paid into the account details listed under the organisation that you have registered your show with. If you select other, the payout still goes to the details you have given with your organisation, but you can provide contact details of the specific person responsible for finances. If you select Venue, then the Box Office payout will go to the organisation that manages your venue.

If you select 'other' you will be asked for the following Contact Details. An asterisk (*) indicates a required field.

*First name: _____

*Last name: _____

*Address: _____

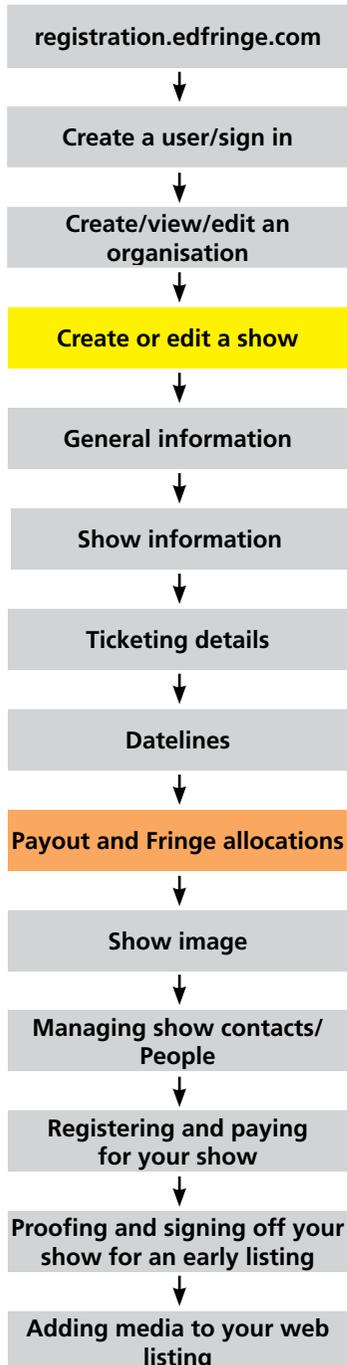
*Town: _____

*City: _____

County/State: _____

*Country: _____

*Postcode/zip code _____



*Day phone number: _____

Evening phone number: _____

*Mobile phone number: _____

*Email: _____

Please note: anyone with Organisation Administrator rights will be able to change the bank account details and payout options for all shows registered under the organisation.

If we do not have valid bank details the following message will appear:

Please note we don't have valid bank account details on record. You should contact the relevant organisation and have them update their details.

- If you have selected You or Your Performer/Performing Company then you need to update these details under [My Organisations, Payment Details](#).
- If your box office payout needs to go to your venue, please contact your venue manager and ask them to update their details in edfringeware.

Allocation

*What percentage of tickets will be allocated to the Fringe Society?

The Fringe Society requires every show that registers to allocate a minimum of 25% of tickets per performance to the Fringe Box Office. The Edinburgh Festival Fringe Society takes a 4% (plus VAT) commission from the sale of every ticket sold through the Fringe Box Office.

Edfringeware will automatically calculate the number of tickets needed for a minimum of 25% based on the capacity of the performance space you have selected. If your show is in more than one performance space, then edfringeware will automatically calculate the minimum Fringe Box Office allocation for each performance space.

If you have any queries regarding the Fringe Box Office allocation, please contact us at programme@edfringe.com.

Alternatively, further information and FAQs regarding the Fringe Box Office can be found at www.edfringe.com/participants/box-office-information.

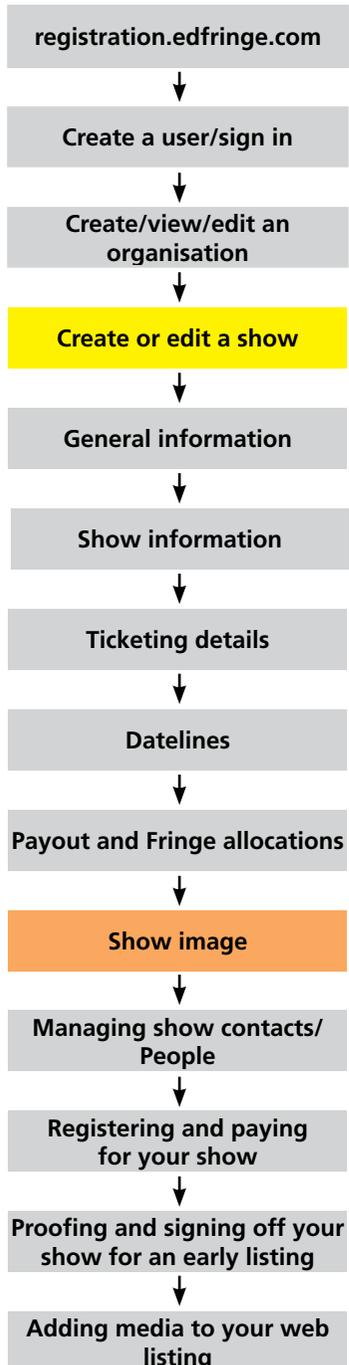


Image programme/website

Please upload an image for the printed programme and edfringe.com.

Your entry in the Fringe Programme will be accompanied by a 29mm by 29mm CMYK image. This image will be automatically modified to display on edfringe.com as well.

While the upload system will resize your image and convert RGB images to CMYK, we strongly advise starting out with a square image at 300 dpi and as close to 29mm x 29mm (but not smaller) as possible to get the best results. A JPEG file format is recommended.

The image used in the programme is a square, so please bear this in mind when selecting your image. You can crop your image once it has been uploaded.

To upload an image:

- Select the **Image** tab from the menu across the top of the page.
- Press **Select**, navigate to the file you wish to upload and press **upload**. You will then be able to crop and resize your image using the automatic tool.
- Once you have cropped your image, you will be asked to press **Save** if you are happy with it.
- Otherwise, press **Crop/Edit image** and you will be able to make further changes.

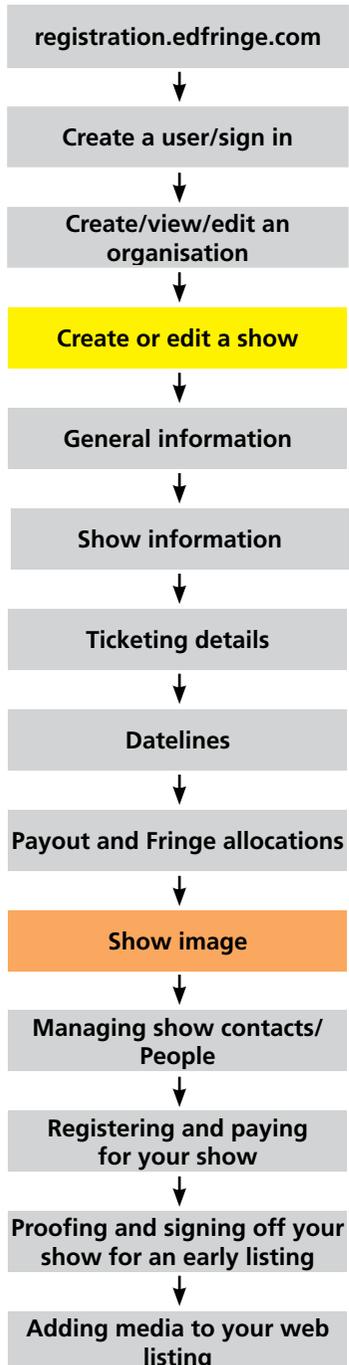
Please be patient when you are uploading images as this process may take some time depending on the size of your image and how busy the system is. If you decide later to change your show image, then go back to the Image tab and press Upload New Image to replace your existing image.

Show images should be a minimum of 343x343 pixels, 300dpi, RGB or CMYK.

If you do not have an image to upload at this time you will be able to submit your form and can upload an image later. Please note that we cannot guarantee placement of images that are not submitted through edfringeware. If after uploading an image you wish to replace the image, please just repeat the process above. If you decide not to use an image after uploading one, please contact programme@edfringe.com.

Some image tips

The first step is to look at the 2014 Fringe Programme, which can be downloaded from edfringe.com, using the navigation buttons in the centre column of the page. Open any page and see which images leap out at you. Remember that you will want to link this image to the imagery you are using for your other publicity and into future marketing.



Illustrations can work as well or better than photographs. They are worth considering, but only if all your marketing will allow you to keep using an illustrated image and they capture the essence of your show.

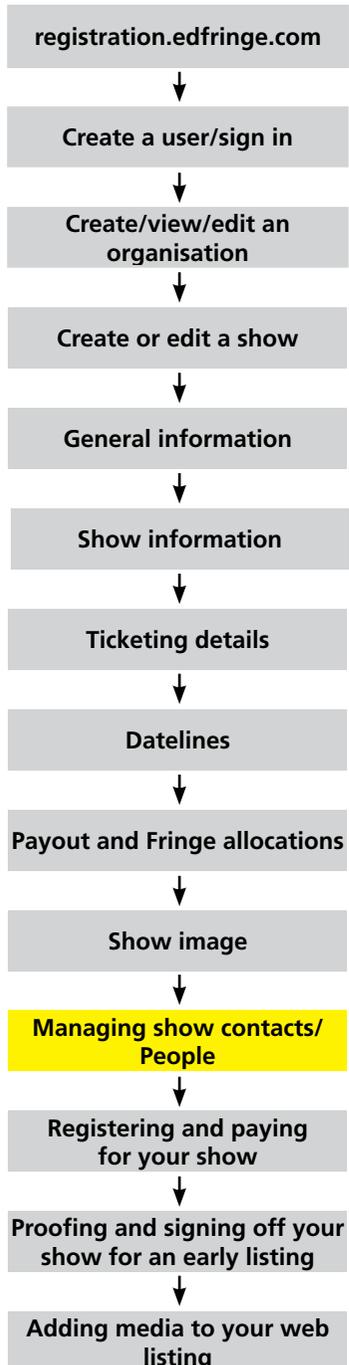
Be careful to avoid:

- An image that will not appear on any further publicity material
- A production snapshot that is not representative of the show
- Using a low res/unprofessional photo
- Using an image you don't have the rights for.

It is unlikely that text on your image will be legible in the printed programme, and therefore it is best to use an image specifically prepared for the programme, rather than cropping a flyer or show poster.

Remember that your image in the programme needs to be cropped to a square, so please bear this in mind when choosing which material to use.

For more image tips, see the [Fringe Guide to Selling a Show](#).



Managing show contacts and People

Edfringeware is designed to allow other users to join your show, venue or organisation. This means that you have the option of sharing information with other people and are able to give them access to either view or edit any of your organisation, venue or show details. Organisations, venues and shows each have separate People tabs. This allows you to invite and manage other users on either a show, venue or organisation level. Your Primary, Secondary and other contacts entered in the Show or Venues tabs do not automatically have Administrator or Read-only permissions in edfringeware. To assign these permissions, you will need to invite the individuals to your show using the **People** tab as explained below.

Permissions

There are two levels of permissions:

- **Administrator** – allows a user to edit any organisation, venue or show information.
- **Read-only** – allows a user to view organisation, venue or show information. Shows that you are a read-only contact for will be listed under Shows with Read-only Access from the left hand menu.

Invite organisation, show and venue administrators

Contacts invited from the organisation level can be given venue, organisation or show administrator rights. To grant read-only rights, contacts should be invited from the show/venue level (see below). The person who created your organisation will automatically have Organisation Administrator rights.

From the Homepage:

- Click **My Organisations** from the menu on the left hand side of the screen
- Select the organisation you want to invite a contact to
- Click **People**
- Click **Invite a Contact**

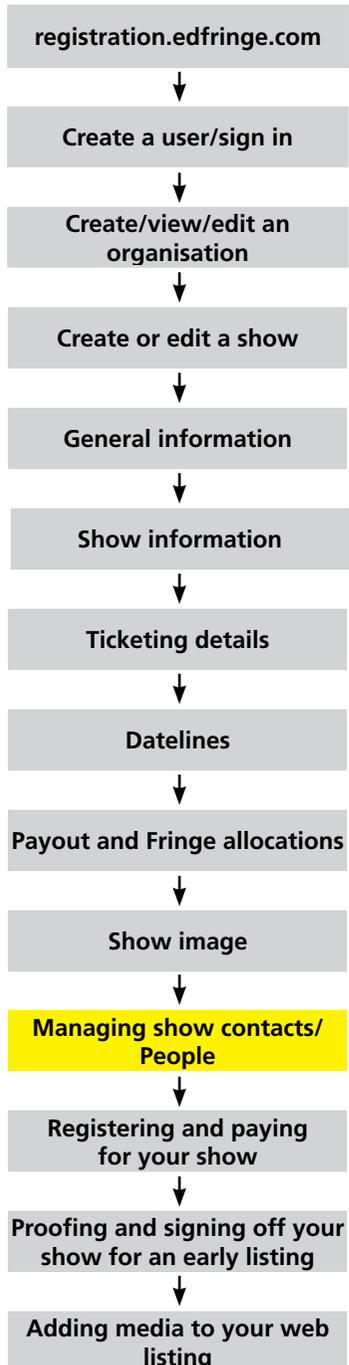
A pop up box will appear giving the option to invite an existing edfringeware user, or add the contact details of a user to invite.

If you invite a contact at the organisation level, you will be asked to select the level of administrator:

- Organisation Administrator
- Show Administrator
- Venue Administrator

You will be asked to complete the subject field and the message box.

The next time they log in to their edfringeware account they will be able to edit the information you have shared with them.



Invite show contacts (read-only)

Show contacts can be added in two ways.

If you want to add a show contact to multiple shows:

- Click [My Organisations](#)
- Select organisation
- Click [Shows](#)
- Click [Actions](#)
- Select [Invite user](#) to shows from the drop down list.

A new screen will open, asking you to complete the contact details, add a subject line and a message.

Tick the shows you wish to invite the contact to, and click [Invite](#).

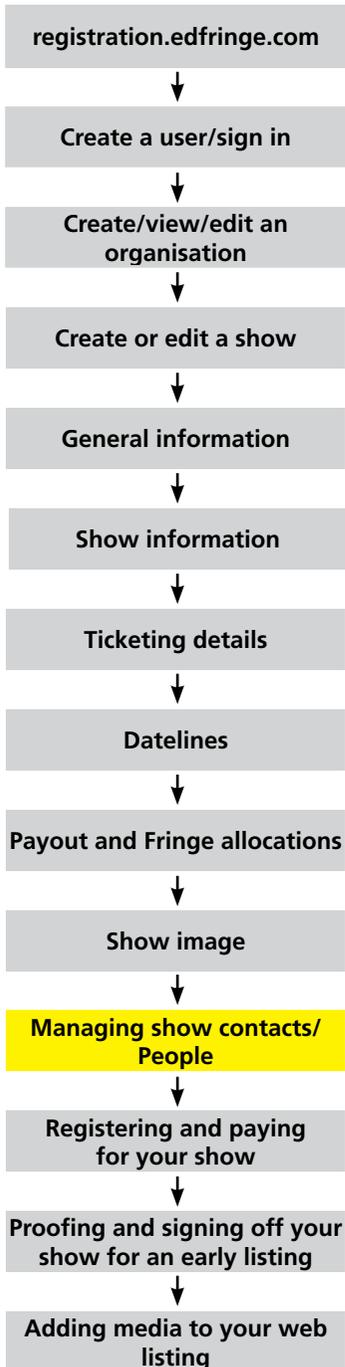
If you want to add a show contact to a single show:

- Click [My Organisations](#)
- Select organisation
- Click [Shows](#)
- Select the show
- Select [People](#)
- Click [Invite a contact](#) and complete the details as required

Shows with Read-only Access

Shows with Read-only Access will list all the shows that you have been invited to be a read-only contact. As you only have read-only privileges, you can't view a proof (as this is part of the sign off process). However, you can click on the show name and view the show information as entered into edfringeware.

To assign Show Administrator permissions, invite them as a contact from the organisation level, and tick [Show Administrator](#) on the invite, see [Invite Organisation, Show and Venue Administrators](#) above.



Summary of permissions, roles and privileges

Permissions	Organisation		Venue		Show	
	Edit	View	Edit	View	Edit	View
Organisation Admin	✓	✓	✓	✓	✓	✓
Venue Admin		✓	✓	✓		✓
Venue Read-only		✓		✓		
Show Admin		✓		✓	✓	✓
Show Read-only		✓				✓

Only organisation administrators will be able to view the organisation’s bank account details. No other users have access to these details.

Organisation administrator:

- view and edit all organisation, show and venue information
- view and edit organisation bank account details
- register shows or venues under that organisation
- approve show proofs
- give organisation, show and venue administrators or read-only rights to other users.

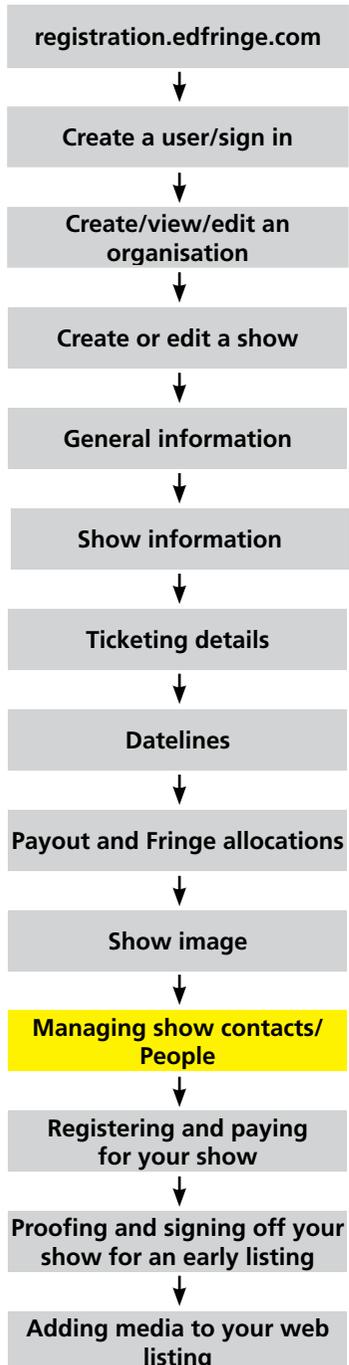
As organisation administrators have the highest level of permissions, please make sure you are careful who is assigned these.

Show administrator:

- view and edit show information
- view venue information
- view organisation information (not payment details)
- register shows
- approve a show proof
- give other users show read-only permission.

Show read-only:

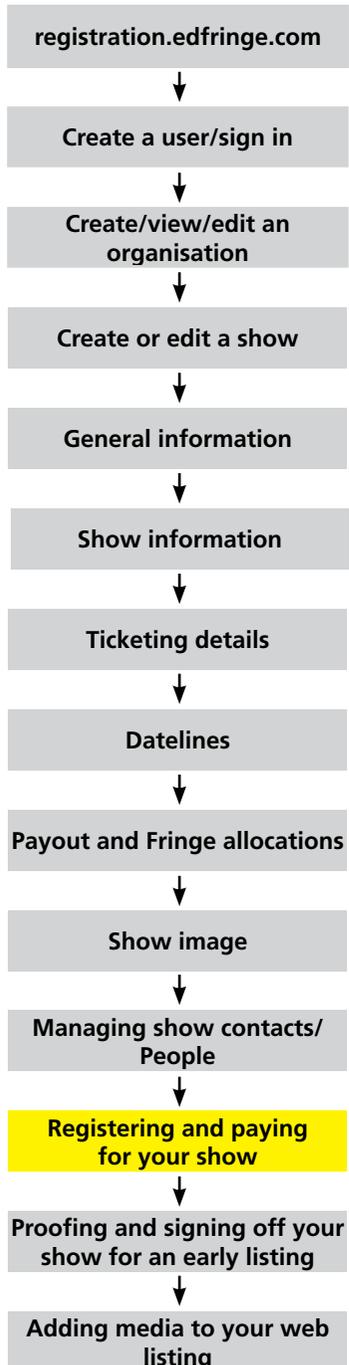
- view show information
- view organisation information (not payment details).

**Venue administrator:**

- view and edit venue information
- view organisation information
- give other users Venue Read-only permission.

Venue read-only:

- view venue information
- view organisation information (not payment details).



Registering and paying for your show

Once all your show details have been completed, and you are ready to make payment, please click the **Register** button at the top of the screen. You will be notified if there are any issues with your show information.

You will first be asked if you would like to join the Fringe Society. Membership is open to all, costs £10 per year and offers you the chance to take part in shaping the largest arts festival in the world. You can find more information about membership of the Edinburgh Festival Fringe Society on edfringe.com. If you tick this box, the Fringe Society membership fee of £10 will be added to your show registration payment.

On the next screen you will be given the total amount due for your show registration, including your Fringe Society membership if you have chosen to join. You can also request a VAT receipt. Your show registration fee is based on your total number of performances.

Would you like a VAT receipt for this transaction?

If you would like a VAT receipt, please tick this box and our Finance department will send one out to you.

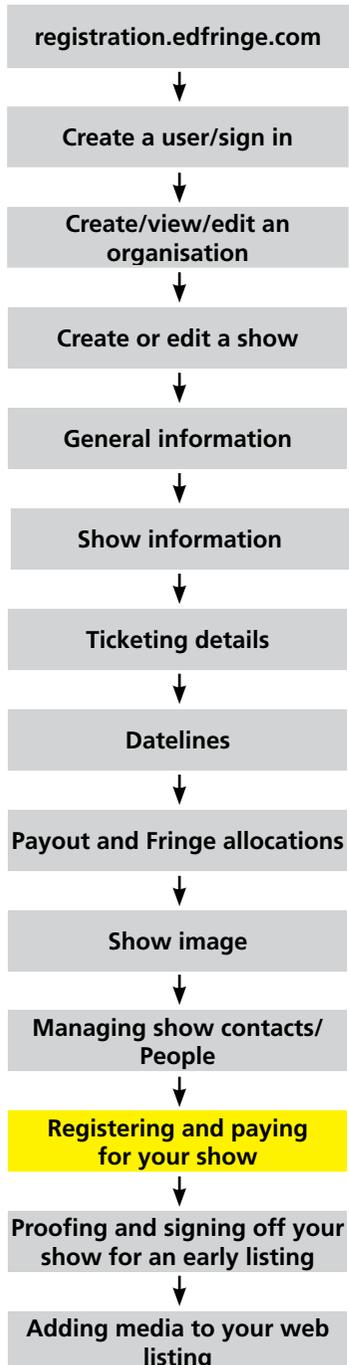
Your show registration fee will be calculated on the total number of performances. Therefore, if your total is higher or lower than you expect, please check you have correctly entered all of your performance dates before making a payment. Once you are ready to pay, press the blue Make Payment button at the bottom of the screen. You will be redirected to the WorldPay site to make payment for your show registration.

WorldPay

WorldPay is a secure payment processing website that is independent of edfringe.com and the Fringe Society. As it is completely separate, we are unfortunately unable to assist if the WorldPay site experiences technical problems – however you can contact WorldPay directly if you encounter any issues. We accept all major credit cards except American Express.

If your payment is successful then you will be taken to a Payment Success page, which will let you know that your payment has been successfully processed. This page will display a transaction id, the amount paid and the currency used. You will also receive an email confirmation with these details from WorldPay.

The status of your show will change from **Unregistered** to **Awaiting First Edit**.



Payment Records

Once your payment has been successfully processed, you will receive an email confirmation from WorldPay. If the status **Unregistered** appears by your show name, then the Fringe Society has not yet received your registration. Please contact us on programme@edfringe.com if you have any concerns.

Please ensure that you leave enough time to complete and pay for your registration, especially close to deadlines.

If you go back to your show details on edfringeware then you will see a **Payment Records** tab on the very right hand side of the menu bar. On this page you'll see a record of the payments that you have made.

If you make any further payments after your initial registration – for example you increase the number of performances so that you move up a price bracket – these will all be listed here.

Show registration

Under this heading you will find a list of the amount initially paid when the show was registered.

If **Show Registration** does not appear, the show has not paid the registration fee. The message **No payments or cost details were found** will be displayed.

Details of any changes to cost

If there are changes to costs based on a change in the number of performances.

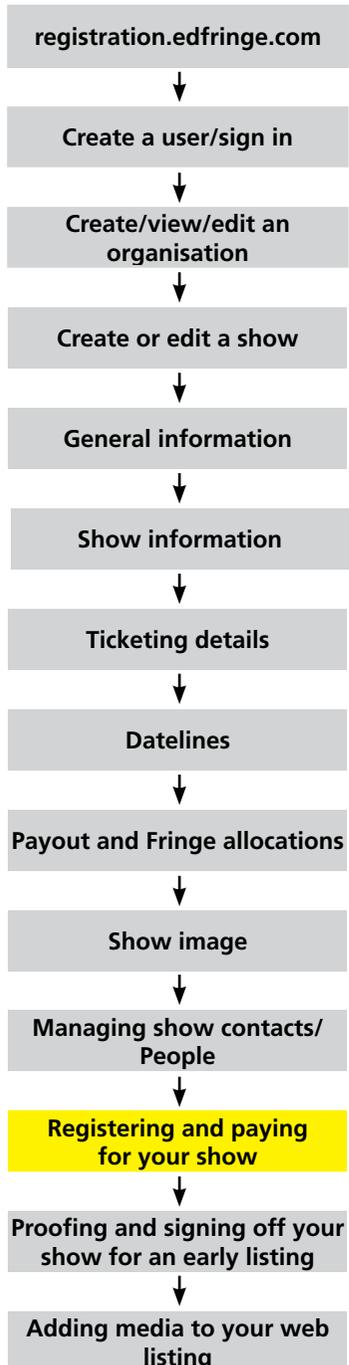
Note: number of performances refers to the total number of performances, not the number of new dates added.

Details of additional payments made if applicable

This lists all additional payments that have been made.

If there are any additional payments required because the number of performances has increased, then a message will appear at the top of the screen beneath the show name: This show requires additional payment. **Please contact finance or click the button to pay with WorldPay.**

Click **Pay outstanding balance.**



You will be taken to the Make Topup Payment page and the option for a VAT receipt will appear. Click [Make Payment](#) to be taken to the WorldPay website.

After a top up payment has been made, the show will move back to the Awaiting First Edit stage and the Fringe Programme team will look over your registration to make sure everything is in order.

Registering more than one show

If you are registering more than one show under the same organisation, then you can choose to pay and register multiple shows in one transaction. To do this, select the organisation that is responsible for the shows you want to register.

Click [Actions](#) and select [Register Multiple Shows](#) from the drop down menu.

You will then be able to select the shows you are ready to register.

Click [Register Shows](#).

If there are any errors in the show registration form, a red box will appear at the top of the screen listing the issues that need to be resolved. The show name and fields to be completed are displayed.

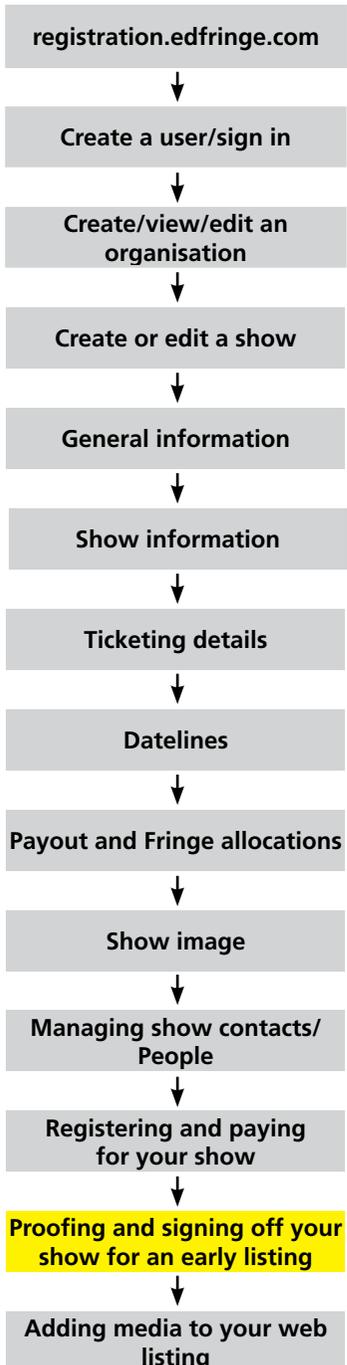
Once all the show information has been completed, you will be directed to the Registration Payment page, which will give you the total registration payment due, and ask you if you would like a VAT receipt.

The summary lists the registration fee for each show (based on the number of performances). If you are increasing the number of performances and therefore moving into a higher price bracket, the Balance to Pay will be the amount you are due the Edinburgh Festival Fringe Society for those additional dates.

Press [Make Payment](#). You will be redirected to the WorldPay website to process your card transaction.

Please note we do not accept American Express cards.

Show registration fees must be paid online via the WorldPay site, unless you have made a prior arrangement with the Finance department.



Proofing your show

Once you have paid for your show registration, the Fringe Programme team will check it over to ensure that all the required information has been provided and is as accurate as possible. We will also proof your printed programme and website copy.

While your show registration is being proofed, you will not be able to make any changes. You will see a message such as 'First Edit in Progress' when Fringe staff are editing your show and the form is locked.

Show Status:

Unregistered/New – not yet paid for or submitted to the Fringe and, therefore, still a draft form

Awaiting First Edit – registration fee has been paid, waiting for the programme team to review

First Edit in Progress – a member of the programme team is checking your registration

Awaiting Second Edit – ready for second proofing

Second Edit in Progress – programme team is checking your registration

Awaiting Show Approval – proofing stages have been completed

Show Approval in Progress – show proofs have been generated for the venue and show to approve

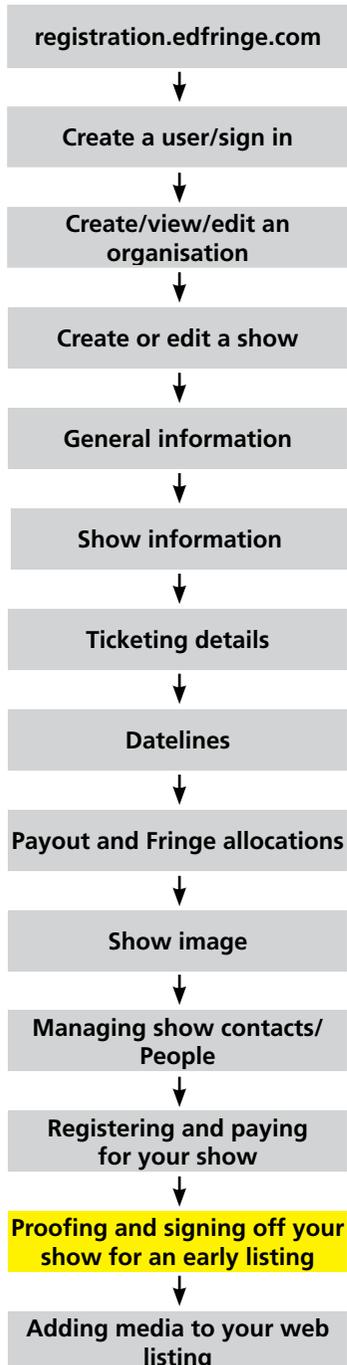
Approved – show has been approved and is ready to be listed on edfringe.com

Requires Show Input – the programme team require further information

Cancelled – show has been cancelled.

If you need to make changes to your registration but the section is locked, please try again later or if it is urgent email programme@edfringe.com.

Once you have submitted your show to the Fringe Society, if you make any further changes to your registration it will automatically reset to Awaiting First Edit.



Flags and comments

The Programme team will be able to mark questions on the form with flags. These flags are to highlight areas where your registration requires further input from you.

The message **Requires Show Input** will appear next to the show name, along with the number of flags that have been added to your registration. The **Resubmit to Fringe** button will also appear in the top right hand corner of the screen.

Flags may also have comments next to them – explaining further why that field has been flagged. To view the comment, click **View**.

Click **Add Comment** to respond. Click **Cancel** to close the comment box. Once you have updated your show registration as required, press the **Resubmit to Fringe** button in the top right hand portion of the page, where the Register button was before you registered your show.

Please note that once you have resubmitted your show to the Fringe, your show status will revert to **Awaiting First Edit** and you will not be able to add any further comments.

Viewing your show proof

Once a show has reached **Show Approval in Progress**, proofs are ready to be checked and signed off by the company and the venue.

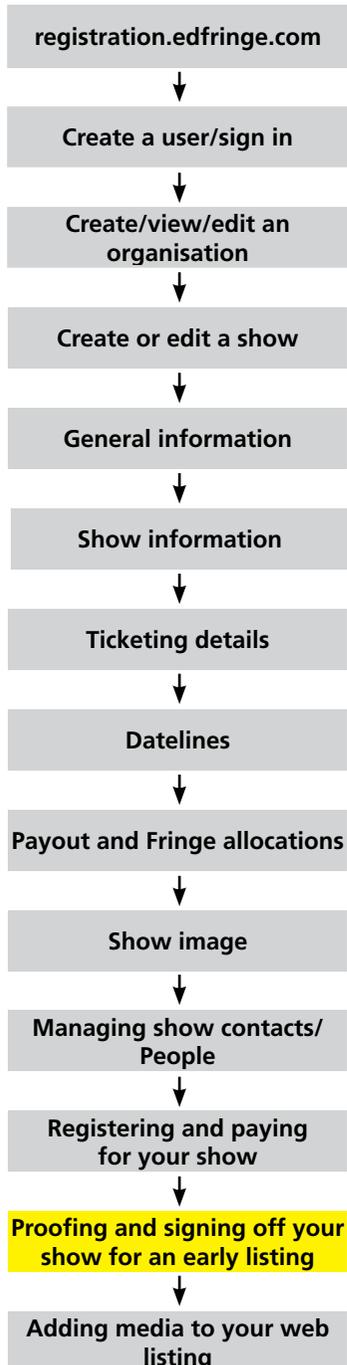
If you have registered a show, but you are not responsible for your venue:

- Select the organisation used to register the show
- Click on the **Shows** tab
- Select the show
- If the proof is ready, then a **View Show Proof** button will appear in top right hand corner of the screen
- Click **View Show Proof** and it will open in a new window.

Generate multiple show proofs

If you have registered multiple shows and would like all of your shows to appear on one proof, you can do so:

- In the Shows tab click **Actions**.
- Select **Generate Multiple Show Proofs**.
- You will then be able to select shows (which have Show Approval in Progress status) and create a proof of the shows selected.
- This will open in a new window.
- You cannot sign off shows for an early listing from a multiple show proof.



Signing off for the Fringe Programme

Once a show has reached Show Approval in Progress, proofs are ready to be checked and signed off by the company and the venue. Companies should indicate that they are happy for their show to be included in the printed Fringe Programme by ticking the statement below which can be found on the show proof.

- I confirm that my show information is correct, including start times, dates and ticket prices and I am happy for my show(s) to be included in the printed Fringe Programme.

Once you have signed off for the Fringe Programme, you need to choose from the following two options:

- I would like my show to be listed on edfringe.com from the next available date.
- I would like my show to be listed on edfringe.com on Thursday 04 June, the Fringe Programme launch.

Once you have signed off, your venue will be contacted and asked to approve your show before it can be listed on edfringe.com. Please see Show registration fees and dates for venue sign off deadlines and upload dates.

Do I have to sign off my proof?

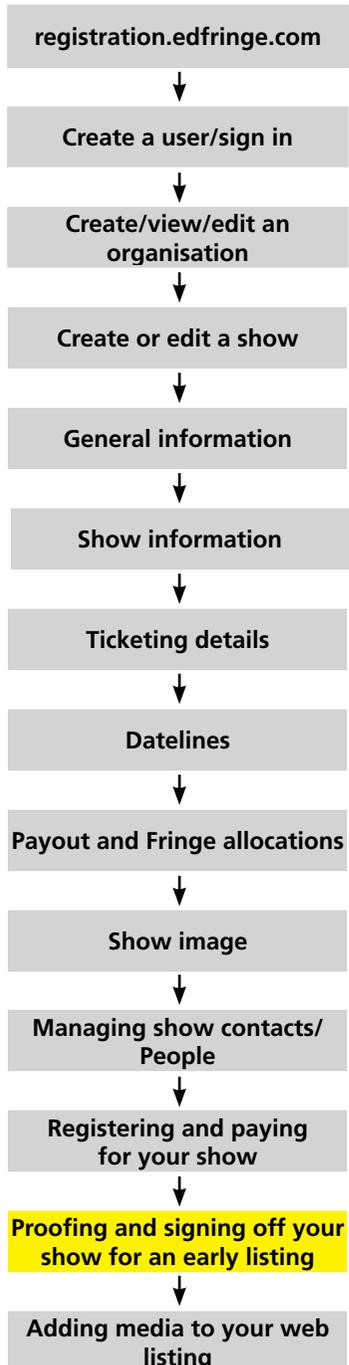
Yes, you should sign off your proof to indicate that you are happy that all your show details are correct, such as start time, duration, price and venue for the printed Fringe Programme. You will need to do this by 29 April 2015.

You will then be asked when you would like your show to be listed on edfringe.com. You can either select to be uploaded at the next available point or for the Fringe Programme launch on 04 June 2015.

If you need to make urgent changes to your show registration once it has been signed off you can contact programme@edfringe.com up until 03 June. After the Fringe Programme launch, requests for changes need to be directed to the Box Office supervisors on boxedits@edfringe.com.

If you have registered a show, but you are not responsible for your venue:

- Select the organisation used to register the show
- Click on the **Shows** tab
- Select the show
- If the proof is ready for the show, then a **View Show Proof** button will appear in top right hand corner of the screen
- Click **View Show Proof** and it will open in a new window
- Click **Company Approval** at the top of the proof to indicate that you are happy to sign off



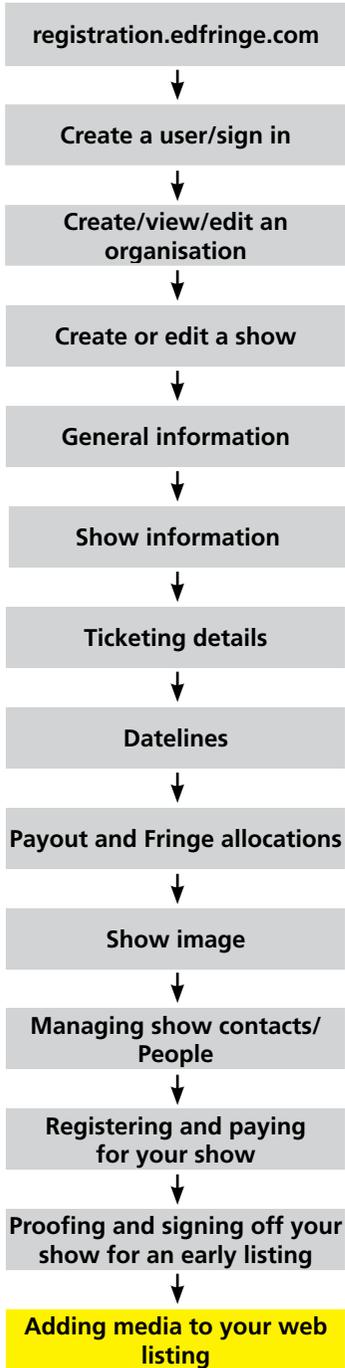
Signing off shows in your venue

If you have registered multiple shows **and** also manage the venue:

- Click [Shows in My Spaces](#) from the menu on the left hand side of the screen.
- The list of shows registered at your venue(s) will appear.
- You can filter the [Show Status](#) and [Venue/Space](#) using the options at the top of the screen.
- A [View Show Proof](#) button will appear after [View Datelines](#) if the show is waiting for approval.
- Click [View Show Proof](#) and a proof will open in a new window.
- If you registered the show, you will need to click both [Company Approval](#) button and [Venue Approval](#) button at the top of the proof to sign it off.

If you haven't registered any shows, but manage the venue:

- Click [Shows in My Spaces](#) from the menu on the left hand side of the screen
- The list of shows registered at your venue(s) will appear
- You can filter the Show Status and Venue/Space using the options at the top of the screen
- A [View Show Proof](#) option will appear after [View Datelines](#) if the show is waiting for approval
- Click [View Show Proof](#) and a proof will open in a new window
- As venue manager, you will need to click [Venue Approval](#) at the top of the proof to sign it off.



Adding media to your web listing

The Media Content tab allows you to enter a number of media content links to enhance your online show listing.

Additional Twitter handle: _____

Twitter handle: _____

Upload a video link: _____

YouTube video link or Vimeo video link: _____

Upload an audio clip with SoundCloud which can be attached to your show listing.

SoundCloud link 1: _____

SoundCloud link 2: _____

SoundCloud link 3: _____

Sound Cloud link 4: _____

SoundCloud link 5: _____

Facebook page: _____

Google+ page: _____

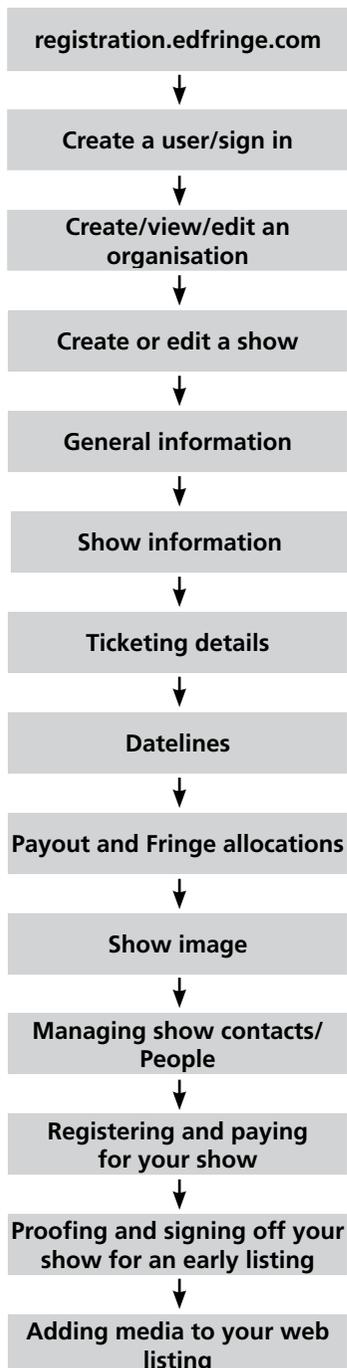
Please provide a web link for a published review of a previous performance of this show, or another show by your company.

Published review 1: _____

Published review 2: _____

Published review 3: _____

You will be able to log in to edfringeware to update this page throughout the summer.



2015 Show registration fees and dates

Show registration fees

For a limited run of one or two performances: £96 including VAT (£80 ex VAT).

Limited run prices remain the same throughout the year.

For a limited run of three – five performances: £204 including VAT (£170 ex VAT).

Limited run prices remain the same throughout the year.

Full run – six or more performances (discount rate): £295.20 including VAT (£246 ex VAT).

The discount deadline is Wednesday 11 March 2015 at 17:00. Please note that the office closes at 17:00 on deadline days, so please ensure you leave plenty of time to register your show.

Full run – six or more performances (full rate): £393.60 including VAT (£328 ex VAT).

Once the programme has gone to print (from end of May onwards).

Full run – six or more performances, online listing only: £295.20 including VAT (£246 ex VAT).

If you add extra performances to your show and this takes you over a price bracket, you will be asked to make an additional payment. If you edit a dateline and add extra performances that incur an extra cost, a message will appear at the top of the page with a link to the WorldPay site, allowing you to pay the outstanding balance.

You will be asked to make a Top Up Payment, and if you would like to receive a VAT receipt. Details of all payments you have made to the Edinburgh Festival Fringe Society can be found under the Payment Records tab of your show registration.

Deadlines

Discount deadline:

17:00 Wednesday 11 March 2015

Registration closes:

17:00 Wednesday 08 April 2015

edfringeware closed for editing:

Monday 13 April 2015

edfringeware re-opens for editing (proofs available):

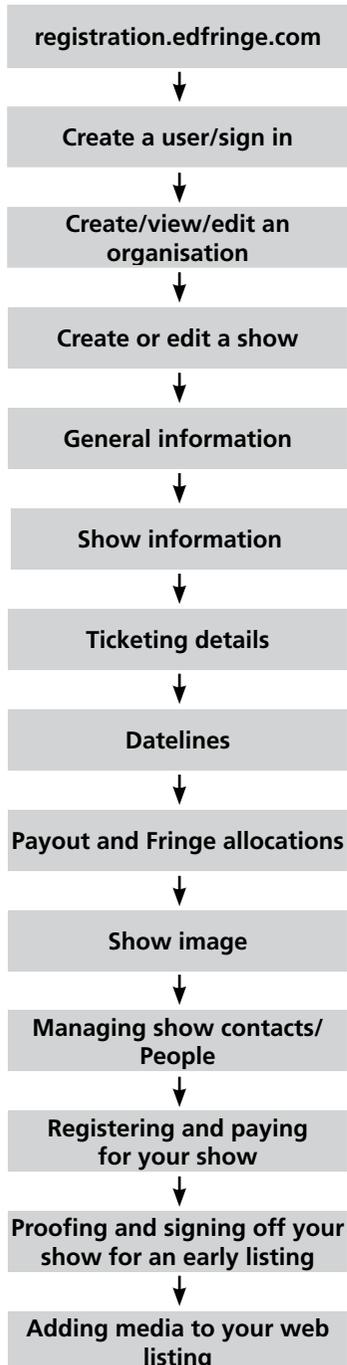
20–29 April 2015

edfringeware re-closes until late May:

29 April 2015

Sign off deadlines for venues

Venue sign off	Upload to edfringe.com
Friday 23 January	Thursday 29 January
Monday 09 February	Tuesday 17 February
Monday 02 March	Tuesday 10 March
Thursday 26 March	Tuesday 07 April
Friday 24 April	Monday 11 May
Tuesday 12 May	Thursday 21 May



Frequently asked questions

What is the Fringe's commission on ticket sales?

The Fringe takes 4% (plus VAT) from the sale of every ticket sold through its Box Office. Every ticketed show must allocate a minimum of 25% of its tickets to the Fringe Box Office. You will set the number of tickets you wish to offer for sale through the Fringe Box Office on the Payout and Fringe Allocation page. There is no surcharge applied to free shows (ticketed or otherwise).

When will the payout be issued?

The transfer of funds is typically processed no later than the end of September following a given festival.

I can't edit any details on my form?

If you are unable to edit any details on your form, then it has been locked. If the following messages appear to the right of your show title:

- First Edit in Progress
- Second Edit in Progress

This means your registration form has been temporarily locked by the programme team while they proof your show. Please try again later, or if it is urgent email us: programme@edfringe.com.

What is Fringe time?

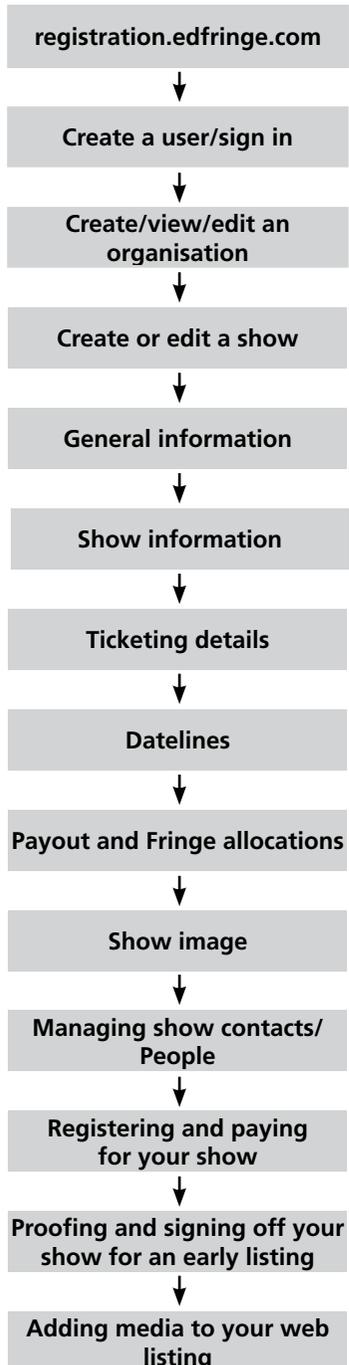
Fringe days begin at 05.00. This means if your show is on after midnight on Friday 15 August, it will still be listed as being on Friday 15 (rather than Saturday 16).

One Show/one listing?

Each show should only be listed once. Each listing should only contain one show.

This means that every show registered and listed in the programme and/or edfringe.com is entitled to exactly the same listing space as any other – and each listing must only be filled by one show. For an open arts festival as big and diverse as the Fringe, defining what makes up a single show can be a tricky task.

In the simplest of terms, if you can explain the experience of your show in your 40-word show copy, you likely have a single show. One company performing one play for three weeks is an obvious example of a single show. A comedy review programme featuring different comics each night is also considered one show if the format is the same and you don't need a breakdown of who is performing on each night (eg, 'We feature the best comedians on the Fringe each night'). However, if you need to use a portion of your copy to explain the differences on each date (eg, 'On the 21st, soloist Jane Smith will



perform Grieg, on the 22nd John Brown will perform Mozart and on the 24th Aleksandra von Wruck will perform Prokofiev') you likely have multiple shows. If you are unsure, please contact the Programme team at programme@edfringe.com.

Similarly, you cannot register the same show more than once in order to have a number of listings. This ensures all participants get the same listing space. A second show with a similar title or set up must be significantly different and the copy should explain that (eg, Tim Late and Smutty and Tim for all ages would be acceptable). Each show should only be registered once and have one listing in the programme and on edfringe.com.

Family tickets

Family tickets are sold in multiples of four. Please enter the single ticket price. A family ticket of £20 would therefore be entered as £5. Family tickets are indicated with an F (£20.00F).

How do I indicate a preview performance?

In Datelines, select the preview dates and tick 'Are these preview performances?' underneath the calendar. Remember to add a second dateline for your non-preview performance days.

Do I have to sign off for an early listing on edfringe.com?

No. An early listing on edfringe.com is optional. Shows that do not sign off for an early listing on edfringe.com will be listed from the date of the official Fringe Programme launch on 04 June 2015. You should sign off your proof to indicate that all your details are correct and you are happy for your show listing to be included in the Fringe Programme.

The Edinburgh Festival Fringe Guide to Registering a Show

Produced by the Edinburgh Festival Fringe Society, Ltd

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