|  |
| --- |
| COMPANY INFORMATION SHEET  **By completing this form you are providing us with vital information about yourselves and your show and helping us decide if we can include in our menu. If we are able to include you, we will use this information to tell our village hall promoters all about you so please complete the form as accurately as you can and return it ASAP. Please note that Carn to Cove is now running the Devon scheme Villages in Action, so submitting this form means you could be considered for both menus.** |

**Contact information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company name:** |  | | |
| Contact name: |  | | |
| Address: |  | | |
| Postcode: |  | | |
| Tel: |  | Mobile |  |
| Email: |  | | |
| Web address: |  | | |

|  |  |
| --- | --- |
| **Name of show:** |  |
| Description of show: Please write wording to be used in our menu. Approx 150-200 words to include description of the show written in a way to appeal to village hall promoters, perhaps a little bit about yourself/your company, any quotes, the target audience etc:- |  |

|  |  |
| --- | --- |
| **Fee:** |  |
| **Your fee MUST INCLUDE VAT, travel costs, equipment hire and any other expenses.**  **Please do not add additional expenses as and when you are booked.** | |

**Technical information**

**How much space do you need?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Width (m): |  | Depth (m): |  | Height (m): |  |

**What sort of equipment do you need?**

**Please note: Many villages will not have any technical equipment at all. Carn to Cove has a very basic PA system which you may be able to borrow. You would need to collect and return to the Carn to Cove office for your tour, and also operate it yourselves. We do not hold any lights. It is far better to be self-contained for your tour if at all possible.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you technically self-contained? |  | | Do you require lighting? | |  |
| Do you require sound? |  | | Do you require blackout? | |  |
| Do you require a piano? |  | | Is your equipment PAT tested? | |  |
| If you have answered yes to any of the above, please give details. |  | | | | |
| Number of sockets required: |  | | | | |
| Do you need a raised stage? |  | Comments: | |  | |
| Or can you perform on the floor? |  | Floor notes: | |  | |
| Do you have any other technical requirements? |  | | | | |

**Village halls vary considerably in available power - most villages are equipped with 13 amp sockets only. It is important that technicians take responsibility for checking with caretakers/hall committees when bookings are confirmed.**

**Additional information**

|  |  |  |
| --- | --- | --- |
| Do you provide workshops? |  | |
| If yes please give details of content and costs. | | |
| Do you hold public liability insurance? |  | **Insurance and Licences – please note that you need to provide adequate insurances including public liability and you will need to obtain, in respect of the production, all necessary licenses, including PRS or permissions and pay all copyright royalties.** |
| Anything else you would like to add? |  | |

**Performance information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Running time: |  | | | | | | |
| Is there an interval? | Yes | |  | No |  | | |
| Type of audience:  (age range etc) |  | | | | | | |
| Number in company on tour: | Performers | |  | Technical |  | Other |  |
| Get in time: | |  | | | | | |
| Get out time: | |  | | | | | |

**Hospitality information**

**Carn to Cove will ONLY provide HOSPITALITY accommodation.**

**If you would prefer B&B / Hotel / Self-catering you must meet that cost yourselves.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Will you arrange your own hospitality at your own expense? | | | | |  | | |
| **Or** will you accept overnight hospitality with village hosts? | | | | |  | | |
| **If yes,** total number of people requiring host accommodation: | | | | |  | | |
| How many rooms? | **Double** |  | **Twin** |  | | **Single** |  |
| Any special dietary requirements? | | | | |  | | |
| Any disabled access requirements? | | | | |  | | |

**Publicity information**

With increasing changes in publicity and print taking place, we cannot stress the importance of professional publicity enough, so we have put together a few guidelines below and it would greatly help us if you could adhere to these! Please note that as we overprint posters and flyers using the photocopier here in our office with each venue’s performance details, we kindly ask you to please bear in mind our requirements below before ordering/designing your publicity.

**QUALITY**

* Probably the single most important requirement is that the publicity doesn't melt in our photocopier!
* Paper quality is of great importance – please, please avoid very thin glossy paper (it bubbles and melts its way through our copier) or card, which is difficult to overprint and becomes very expensive to post (both for you to us, and us to our promoters). About 100-150gsm is ideal, as a guide.

**DESIGN**

* We want performers to be reflected well in their publicity, which should look as professional as their performance is – we know that you’re a fantastic performer but the general public picking up flyers knowing nothing about you or the show needs to get that message too, and often that publicity is the only chance to get it across, so we hope you will agree that getting publicity right is imperative to selling your show…
* Is your name as prominent as the show name? This is often more important, if the public have seen a show by you before and will remember your name.
* A blank band or box at the bottom is required on both posters and flyers for overprinting with our details. This needs to be at least one sixth of the poster/flyer’s height. Please note: just a tour list on the back is not sufficient!
* Good images are always eye-catching on posters but we find it’s the strap line that hooks people in – it gives them a taster of what to expect (e.g. what type of music your group plays / what the play is about).

**SIZE**

* A4 posters are more popular than A3s due to limited display space in shop windows/notice boards etc, so please make sure you order some of that size, not just A3s.
* To go through our copier, flyers need to be A5 or DL only please.

**QUANTITY**

* Typical requirements are - 30 x A4 size posters, 200 x flyers per show but this will be confirmed when we issue your contract.

**DELIVERY**

* Please send publicity to the Carn to Cove office (not directly to promoters, unless otherwise agreed) at least 2 months before your tour with us (ideally 3 months!). It really helps at venues where you’ll be performing which have an earlier show in the season to get the word out to a captive audience.

If you do not provide publicity, or yours does not fit our above requirements, we can discuss designing/printing some in-house, but please note this is negotiated from your fee. When returning this form, please email one or two high-resolution (300dpi) images/photos for our menu/brochure with a marketing pack if you have one.

**Please confirm that you can supply the following:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Publicity image/s for our seasonal brochure | Yes |  | No |  | **If you have answered ‘no’ please could you contact the office to discuss alternative arrangements?** |
| A5 Flyers  (max 200 per booking) | Yes |  | No |  |
| A4 Posters  (max 30 per booking) | Yes |  | No |  |
| Can you send relevant press releases, editorial etc? | Yes |  | No |  |

|  |
| --- |
| **Social Media** |

**Please like/follow our social media accounts as follows:**



|  |  |
| --- | --- |
|  | [**https://www.facebook.com/carn2cove/**](https://www.facebook.com/carn2cove/) |
| instagram_topicTwitter_2010_logo_-_from_Commons | [**https://twitter.com/carn2cove?lang=en-gb**](https://twitter.com/carn2cove?lang=en-gb) |
|  | [**https://www.instagram.com/carntocove/**](https://www.instagram.com/carntocove/) |

**Please tell us your social media details, including any hashtags used for your performance:**

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| --- | --- |
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| Twitter_2010_logo_-_from_Commonsinstagram_topic |  |
|  |  |
| **#######** |  |

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| --- |
| Is there anything else you want to say? |

**Please give us some available dates. This can either be a specific run of dates or ‘generally available’**

**Please return this form with an image for our menu brochure as soon as possible.**