**Birmingham University Fringe Festival (BUFF) 2021**

Application Request Form for Completed Pieces

Please complete and email to [fringe@guild.bham.ac.uk](mailto:fringe@guild.bham.ac.uk) by the 30th April.

‘Completed Pieces’ refers to pieces that are not still in the process of being developed (e.g. recordings of past shows, plays, concerts, etc) that do not need input from 3BUGS Committee to be realised.

You will either need to provide us with a link to access the performance in this form, or email us the file with the performance alongside this application.

If you do not have sufficient space to enter your complete requirements, please detail on an additional page/s in this document.

**General**

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| --- | --- |
| Name of Artist/Group/Organisation | Click here to enter text. |
| Affiliation with the University of Birmingham  Please state either:  ‘Student’, ‘Staff’, ‘Alumni’, ‘External‘, or ‘Other (and please specify)’ | Click here to enter text. |
| Name of Contact | Click here to enter text. |
| Contact Phone Number | Click here to enter text. |
| Name of Emergency Contact | Click here to enter text. |
| Emergency Contact Phone Number | Click here to enter text. |
| Email Address | Click here to enter text. |
| Social media (Facebook, Instagram, YouTube, Twitter etc) | @ |
| Type of Piece entering | Drama/Music/Comedy etc |
| Name of Piece | Click here to enter text. |
| Copyright holder and author of Piece | Click here to enter text. |
| Duration of Piece | ? Minutes |
| Description of Piece | Click here to enter text. |
| Synopsis of Piece  Please can you write one paragraph about your piece for advertising purposes  (144 words maximum) | Click here to enter text. |
| Content and/or Trigger Warnings for Piece | (Content warnings may include adult/sex/drug/discrimination references, explicit language, death)  (Trigger warnings may include flashing lights, gunshot sounds, references to assault/abuse/suicide/death) |
| Pictures and/or logo  We will use these on the BUFF website to promote your piece | Click here to enter text. |
| **The BUFF will be held between June 11th-25th 2021.**  Please specific the dates you would prefer. If any, please state ‘any’ | Click here to enter text.  Please note you may not get your preferred choice of date, depending on the timetabling of slots but we will try our best to accommodate your choice. |
| Please specific the timings on these dates you would prefer. If any please state ‘any’ | Click here to enter text.  Please note you may not get your preferred choice of time, depending on the timetabling of slots but we will try our best to accommodate your choice. |
| **Online Venue preference:**  To stream pre-recorded piece: ‘YouTube’  To stream live pieces: ‘Zoom’, ‘Zoom webinar’, or ‘YouTube Live’  To hold an exhibition (e.g. art exhibition): ‘Website’ | Click here to enter text. |
| Link to the piece’s recording  (If this isn’t possible, email us the file with the performance alongside this application.) | Click here to enter link. |
| Other Information | Click here to enter text. |

**Promotion, Audience Registration and Donation**

3BUGS Fringe Theatre Society will be managing the box office for you online. The BUFF website will contain information about all the shows that are being shown at the festival. However, all other publicity will be the responsibility of the teams behind each piece. It is therefore in your interest to market your event and get as many people to register to attend as possible. For live pieces, box office will close shortly before the piece begins and 3BUGS committee will then manage audience administration.

All events at the BUFF will be free of charge. However, you are welcome to ask your audience for optional donations and provide them with a link to your own donation page.

We will notify you of your registration capacity, and if applicable your donation, within 14 days after the event.

**GDPR Statement**

By filling in this form, you consent to 3BUGS retaining your personal data for the purpose of the event, after which it will be destroyed. You can request for this information to be destroyed at any time by contacting us on Facebook or by email at [fringe@guild.bham.ac.uk](mailto:fringe@guild.bham.ac.uk)

Please state ‘I agree’ on the dotted line to confirm you accept this notice ………………

CONTACT’S SIGNTATURE…………………………………………………..

DATE………………………………..