



# FAQ FREQUENTLY ASKED QUESTIONS

## EVENSONG AT SAN VITALE - 2<sup>ND</sup> EDITION

International Call for Projects  
of Concerts to be held at the Basilica of San Vitale

*a project by the Artistic Directors of the Ravenna Festival  
In collaboration with Opera di Religione - Diocese of Ravenna*

**Deadline: January 31, 2017**

**info** [www.ravennafestival.org](http://www.ravennafestival.org)  
**Contact:** [comunicazione@ravennafestival.org](mailto:comunicazione@ravennafestival.org) - 0544-249225

### 1. 1. APPLICATION

**1a. Are there any limitations concerning age, geographical origin, etc.?**

No, there are no such limitations. In addition, the call is open to both professional and emerging groups/artists.

**1b. What size and file format should the attached audio and/o video be?**

Files combining good quality and reduced size are preferred (the most common formats are mp3 (audio), mp4, mov or avi (video)). In case of problems with your files, you will be contacted ASAP.

**1c. How do I submit the required audio and/or video files?**

Attachments can be submitted by e-mail. Alternatively, you can provide a public link (e.g., a video on YouTube) or use WeTransfer.

**1d. What should I expect as the company's Contact person?**

In order to speed up and simplify the assessment, selection and production procedures, we prefer dealing with a Contact person, who will be responsible for the info provided and safeguard the implementation of the project in collaboration with our personnel.

Please agree to be contacted by email and telephone, so that we can ask for further info about the group or project, an interview, an inspection, more details for the production, etc.

**1e. How do I know whether my Application Form has been received?**

A confirmation e-mail will be sent within a week from the receipt of the Application.

If no news is received within a week, write or call to check the status of your Application. All applications are inspected for viruses, and to make sure the files are not damaged and contain all necessary details. If there are any problems, you will be contacted by email and/or phone and asked to re-submit your Application.

*si ringrazia*





**1f. I made a mistake in filling in the Application. What can I do?**

Submit a correct Application as soon as possible, and make sure your email specifies that the new submission cancels and replaces the previous one. The same deadline is valid for all applications.

**1g. Can you can make an exception to the deadline for projects submission?**

No exceptions will be made, unless a technical problem on our part has occurred. Evidence shall be constituted by the date and time of the email.

**1h. What happens after the deadline?**

Applications will be examined. During this period you may be contacted (by email or phone) and asked to provide additional information and necessary details. Short-listed applicants will be contacted to see if it is possible to reach an agreement (scheduling and budget) and draw up a contract.

**1i. How do I know if I have been selected?**

You will be contacted to define details (a schedule, a contract). Then you will receive an email officially confirming your project has been selected, and indicating the scheduled dates.

**1l. When can I call to get information?**

Receiving your questions by email will help us keep track of all questions and improve service.

However, you can call our offices from Monday to Friday, 9-13 and 14-18 hrs.

Please remember our personnel are busy with the Festival's ordinary organising activities, and may not be available or reachable. However, we will try to answer your questions ASAP. Some queries might take longer to answer.

## 2. RESOURCES

**2a. Will the Festival provide materials and personnel?**

The concerts selected for the "Evensong at San Vitale" Call for Projects will be scheduled within the Ravenna Festival. In order to make the most of our resources, please do not take anything for granted and detail the requirements for the production of your concert under item 3. *Accommodation Requirements and Technical Rider*. All requests will be considered.

Remember the Basilica of San Vitale is NOT a theatre, and nothing can be assumed to be available a priori, especially the possibility for on-site rehearsal.

**2b. What expenditures will the Ravenna Festival cover?**

Accommodation costs will be covered as appropriate, in whole or in part, provided they are detailed in the Application form (item 3. *Accommodation Requirements and Technical Rider*. In case no accommodation is necessary, please clearly state it (item 3. *Accommodation Requirements and Technical Rider*).

## 3. The Basilica of San Vitale

**3a. Where are concerts in the San Vitale basilica hosted?**

Concerts can either be hosted in the apse or in the women's gallery. You can have a look at these options in the photographs attached to the Call for Projects, but remember the final decision on where the concert will be hosted will be made by the Artistic Direction of the Ravenna Festival.

**3b. Are dressing rooms available in the Basilica?**

No, there are no proper dressing rooms or toilets. However, a small room (the former sacristy) is available in the apse area. It can be used as a storage room for props etc, and also as a dressing room. The peculiarities of the venue should be carefully considered during the conception stage (for example, consider there are no wings or backstage). Also, remember the Basilica is usually open to visitors.



**3c. Is a storage room available (for costumes, instruments, etc.)?**

Yes, a small room (the former sacristy adjoining the apse) can be used as a storage and/or dressing room. The room is locked and cannot be accessed by visitors. Neither Ravenna Festival nor Opera di Religione will be held responsible for damage to your material. For concerts hosted in the women's gallery: this area is usually closed to the public and protected by an alarm system. In case your project is selected, please let us have your storage needs ASAP, so that we can examine them for the best possible solution.

**3d. Is there a stage?**

No, no stage will be available. All technical requirements will have to be detailed (*item 3*), and will be examined.

**3e. Is sound amplification provided?**

No, there is no amplification. The Basilica has excellent acoustics.

**3f. Are there wings?**

No, there are no wings.

**3g. Is electric power supplied?**

Yes, power supply can be provided. Please make sure the technical rider includes details of all the elements that need power supply.

**3h. Can I inspect the Basilica of San Vitale?**

Yes, the Basilica of San Vitale is open to visitors: for opening hours and admission tickets please refer to the Opera di Religione website ([www.ravennamosaici.it](http://www.ravennamosaici.it)). Selected artists and/or groups will inspect the venue according to a schedule to be agreed with our staff.

**3i. When will it be possible to rehearse on site?**

Since the Festival's programme schedules daily events in the Basilica, which is both a monumental site and an active church, we can only guarantee a test of the acoustics on the evening before the concert (on demand, from 8 to 9 p.m.). Before the concerts, access to the Basilica and the former sacristy will only be granted after 6.30 p.m., while access to the apse or the women's gallery will be granted from 6.45 p.m. No rehearsals will be permitted.

## 4. 4. TARGET AUDIENCE AND PROMOTION STRATEGIES

**4a. Will you charge a ticket price for the show?**

Yes, a symbolic fee of 1 Euro (reduced ticket: 0,50 €) will be charged in addition to the entry ticket for the Basilica (this will be valid for the entire period of the Vespers. For more info on tickets and reductions sold by Opera di Religione: [www.ravennamosaici.it](http://www.ravennamosaici.it)).

**4b. What turnout can I expect?**

Turnout can vary greatly from day to day. The audience will be admitted even after the concert's start time: such "fluid" situation is best suited to this context and type of show.

**4c. Where will the audience be accommodated? Will they be sitting or standing?**

The audience can either be sitting on benches and chairs facing the apse, or stand and move around the Basilica. The number of seats varies depending on turnout.

**4d. If my project is selected, what will the Festival do to promote it?**

"Vespers at San Vitale" is part of the programme of the XXVIII edition of the Ravenna Festival, and will be promoted through our usual channels (press, posters, calendar, website, social networks, presentations, etc.). You will be asked to provide useful info for printed material.