



Comune di Ravenna



# FAQ FREQUENTLY ASKED QUESTIONS

## YOUNG ARTISTS FOR DANTE - 3<sup>RD</sup> EDITION

International Call for Projects  
of Events Dedicated to Dante Alighieri

*a project coordinated by the Artistic Directors of the Ravenna Festival  
in collaboration with the Municipality of Ravenna*

**Deadline: January 24, 2018**

**info** [www.ravennafestival.org](http://www.ravennafestival.org)

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### 1. APPLICATION

**1a. Does the project's Contact person have to be under 30?**

No, it is not mandatory.

**1b. 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 on the production, etc.

**1c. 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.

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

Submit a corrected 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.

**1e. Can I attach other materials to the Application?**

Of course: photos, drawings, videos and everything you deem might help us better evaluate your project or group can be attached.

**1f. 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 email.



### **1g. 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.

### **1h. 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.

### **1i. When can I call to get information?**

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

However, you can call our offices 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 events selected after the "Young Artists for Dante" Call 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 event under item 6. *Resources and Budget*. Our personnel will consider and assess all requests. Remember the Franciscan Cloisters are NOT a theatrical space and nothing can be assumed to be available.

### **2b. I do not know the cost of one of the necessary resources: how do I quantify it in the budget?**

For example, you might not know the cost of accommodation in Ravenna in the days of your scheduled event. Do not worry: indicate your requests (for example, in the case of accommodation, number of guests and rooms) under item 6. *Resources and Budget*. These details will help calculate the total costs for the production of your show.

### **2c. Are transport and accommodation costs included in the expenditure covered by Ravenna Festival?**

These are not included from the outset. You can ask us to cover these costs separately, or request a fee that allows you to cover them. In the first case, please give details of your request (distance to be covered, room list, etc.). In the second case, please indicate that your fee covers these expenses.

Such information will be entered under item 6. *Resources and Budget*.

## **3. THE FRANCISCAN CLOISTERS**

### **3a. Are dressing rooms available in the Franciscan Cloisters?**

No, there are no proper dressing rooms at the Franciscan Cloisters. Visitors toilets are available, but the peculiarities of the venue should be carefully considered during the conception stage (for example, consider there are no wings or backstage, which makes costume changes during the performance difficult to manage).

### **3b. Is a storage space available (for sets, costumes, props, etc.)?**

If your project is selected, please let us know the volume of the props, backdrops, costumes etc you need to store ASAP, in order to identify the best possible solution.

### **3c. What if it rains?**

No alternative venue is foreseen if it rains, but the Festival's personnel are committed to ensuring a smooth performance anyway. Please provide a version of the show suitable for performance in the Cloister arcades.

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

A stage (usually 6x4m) can be set up in the middle of the central lawn. Stage platforms and risers were used in the past in different areas of the Cloisters (for example the arcades). Your proposals will be checked for feasibility. If selected, we will discuss with you whether and how a stage should be provided.



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

Sound amplification can be provided: please mention it in the technical rider. If selected, we will discuss with you whether and how sound amplification needs to be provided.

But please consider that the Franciscan Cloisters are next to Dante's Tomb and St. Francis's Church: both recorded and live music must be in keeping with the peculiarities of the area, which is called the "Area of Silence".

**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 Franciscan Cloisters?**

Of course, the Franciscan Cloisters are open daily. Admission is free.

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

Performances are scheduled daily and the Cloisters are open to the public, so time for on-site rehearsal will be limited. The area will be made available to Companies for set-up and rehearsal on the afternoon and evening prior to their première. A short time slot will be granted daily before 11 a.m. Please specify all your requirements: we will be glad to consider them and negotiate the best possible deal.

Also remember that the Cloisters are NOT a theatrical space, and rehearsals are open to visitors (also, the scene will be visible even with closed gates). However, in our experience, this is an excellent opportunity for promotion.

#### 4. TARGET AUDIENCE AND PROMOTION STRATEGIES

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

Yes, a symbolic entrance fee of 1 Euro will be charged. This will make a top-quality cultural offer available to every pocket. No percentage of the box office revenue will be paid to the artists, and turnout will not affect the artist's fee agreed at the outset.

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

The Cloisters have limited capacity, also depending on the event's set up. Turnout can vary greatly from day to day. The audience will be admitted even after the show'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?**

A small area with max 100 non-numbered seats will be set up for the audience in the arcade on the side of the cloister accessed from Via Alighieri. This does not preclude the possibility of staging travelling shows. If your project is selected, our personnel will discuss the best solution with you.

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

The programme of "Young artists for Dante" 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.

You can integrate your project with a proposal for advertisement (e.g. an original poster) to be included into your budget. In this case, you will be asked to submit drafts for approval.