

SummerWorks Festival August 1-31, 2021 ARTIST HANDBOOK

Land Acknowledgement

As a Festival that brings together performance from across this land and beyond, we wish to acknowledge that SummerWorks takes place on the traditional territory, Tkaronto, "Where the Trees Meet the Water," "The Gathering Place" of the Mississauga of the Credit, Anishinaabe, Haudenosaunee and Huron-Wendat Nations. As we come together, we pay our respects to all our relations who have gathered and will continue to gather in this place.

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Welcome to SummerWorks!

Dear Artists,

We're thrilled you'll be joining us for this, the 31st edition of the SummerWorks Performance Festival, taking place August 1st - August 31st. This year is looking very different to how we've come to think of the Festival in the past, but we're excited by the form it's taking, and very much looking forward to working with you over the next few months and helping your ideas become reality.

There's a lot of information in this document that should answer some of the questions you may have about being a part of the Festival. Please read all the materials in this package carefully, and return to it often. Make a note in your calendars of the deadlines and important dates.

Please let us know if there's anything we can do to help and we will do our very best to assist you.

With thanks,

The SummerWorks Team

About SummerWorks

We are a value-centred organization. We prioritize **creative risk, curiosity, care, collaboration, diversity** and **difference** in the work that we do and support.

We ensure work asks sophisticated and complex questions reflecting current issues. Curation, collaboration and connection are at our core. We work with creatively adventurous artists and organizations to make a lasting impact, looking to connect diverse communities to each other in ways that manifest differently in each Festival (Progress, in January/Feb and SummerWorks in August).

Combined, our two Festivals allow us to achieve year-round impact on the performing arts ecology. Over the last 3 decades, we've established our presence as a vital organization for emerging voices as well as established artists and curators who want to explore new directions, experiment in form, and develop professional capacities through our Festivals.

We are a go-to for audiences interested in unconventional and adventurous performance experiences. As we continue to develop and build connections, it's clear that the organization has a wide reaching impact, reflecting various contexts not only from Toronto, but of artists from across Canada and beyond, holding international interest.

Who We Are & What We Do

Our Mission

SummerWorks expands the possibilities of performance.

Our Vision

SummerWorks is a leader, collaborator and community builder at the forefront of contemporary performance – asking crucial questions; nurturing artistic innovation; and presenting new works that reflect the complexity and diversity of our society.

Our Mandate

- We **collaborate** with emerging and established artists and curators to explore new directions, experiment in form, and develop their professional capacities.
- We **curate**, produce, and present programming that provokes, excites, and engages the public.
- We **cultivate** and contribute to progressive practices that foster greater diversity, accessibility, equity, and sustainability across our sector.
- We **create** networks and engage in creative exchange locally, nationally, and internationally.

<mark>Our Values</mark>

- **Creative Risk and Curiosity** We engage with artists, audience, partners, and staff who are inquisitive, willing to experiment, and be adventurous. We encourage bold ideas, new directions, and big questions, cultivating space for exploration and innovation.
- **Care and Collaboration** We carefully consider all the choices we make, understanding that the works we curate, the time we give, who we work with, and spaces we use impact the experiences people have. We prioritize connection and dialogue, as well as community and relationship building. By working with artists and partners to exchange ideas and resources we're able to multiply our impact.
- **Diversity and Difference** We celebrate diversity in arts and people, prioritizing inclusive and accessible processes and experiences. We look to introduce professional artists and audiences from diverse communities to each other and to be inspired by our similarities and differences.

WHAT WE DO SummerWorks curates, produces and presents artistic activities year-round that culminate in the SummerWorks Performance Festival every August. Our current activities include:

- **Presentations** fully-developed new works, offering a snapshot of contemporary performance;
- **The Lab** a place for exploration, experimentation and process where new work is incubated or shared at crucial stages of development;
- **The Exchange** encapsulating professional development and industry activities including workshops, conversations, mentorship and pitching opportunities; and,
- **Public Works** free performances, bringing artists and audiences together to experience public space in new ways.

Important Dates and Deadlines

Preliminary Questionnaire DUE	June 4
Contracts OUT	June 25
Signed Contracts DUE	July 5
Artist meetings	Week of July 5
FULL PROGRAMMING ANNOUNCE - Press Release & Website Live	July 6
 Workshops available Accessibility Tools for Translating Live to Digital Talking Treaties Anti-oppression Competency and Applying Anti-Oppression in Communities Talking to Presenters and Curators About Your Work 	July 12 - July 23
Performance and Production Schedules OUT	July 15
Performance and Production Schedules CONFIRMED	July 22
Workshops Q&A	July 24 - 25
Festival Dates	August 1 - 31
Exchange Events	September 10 - 12

Festival Processes and Formalities

Confidentiality

- All information in this document is considered confidential and should be shared only with members of your project team.
- We ask that you comply with SummerWorks' confidentiality and public announcements. July 6 we will make the full Festival announcement. Please refrain from making information about your show public until our announcement dates.

Communications

- Please put your name in the subject line of emails to anyone on our team; this helps us keep track.
- This package is divided into sections based on different aspects of the Festival. Please address any questions or concerns to the designated SummerWorks staff member associated with that section. See <u>contact sheet here</u>. If there is no current contact, and for general inquiries, please contact Rosanna, Managing Producer, at: <u>rosanna@summerworks.ca</u>.
- If your email is not answered immediately, please be patient. We often send artist newsletters addressing FAQ's as they come up.

Primary Contact

All communications from SummerWorks will be sent to your Primary Contact, who you designated in the Preliminary Questionnaire.

Your Primary Contact is a vital member of your team - your Primary Contact will receive ALL information relating to the Festival, including deadlines and important information requirements.

The Primary Contact MUST be responsible for disseminating ALL the information they receive to the relevant members of your project.

Questionnaires + Artist Meetings

In order for us to be able to meet your needs and promote your work, we will ask that you complete and submit some questionnaires and arrange a series of artist meetings.

It is extremely important that the questionnaires are received by their due date, as the information they contain is essential to our internal operations and affects our ability to meet deadlines for Festival artists and audiences. The Artist meetings will be an opportunity for your team to meet with the SummerWorks team. We'll arrange these meetings with you directly, and it would be great for as many of your team to attend as possible. These meetings will give us a chance to learn more about your artistic practice, goals and projects (if applicable).

Workshops

We will be providing workshops in Accessibility, Tools for Translating Live to Digital, Talking Treaties (Land Acknowledgements), Anti-oppression Competency and Talking to Presenters and Curators About Your Work.

These workshops will be available for you to view online on our website for one week, and each will be followed with a Q&A session with the workshop leaders.

Details on how to access these and specific dates will be provided to you as they are confirmed.

SummerWorks Staff Contacts

Title	Name	Email
Artistic and Managing Director	Laura Nanni	laura@summerworks.ca
Managing Producer	Rosanna Lowton	producer@summerworks.ca
Production Manager	Pip Bradford	pip@summerworks.ca
Production Assistant	Jalen Innis	jalen@summerworks.ca
SummerWorks Lab Producer	Sue Balint	sue@summerworks.ca
SummerWorks Producer (Partnerships + Parton Services)	Rachel Penny	rachel@summerworks.ca
Digital Projects Producer	Lana Lovell	lana@summerworks.ca
SummerWorks Exchange Producer	Margaret Evans	margaret@summerworks.ca
Associate Producer (Artists at Work)	Emma Westray	emma@summerworks.ca
Assistant Artistic Producer	Fatima Adam	fatima@summerworks.ca
Assistant Artistic Producer	Haley Vincent	haley@summerworks.ca
Marketing Manager	Allie Wood	allie@summerworks.ca
Publicist + Communications Associate	Suzanne Cheriton	suzanne@redeyemedia.ca
Accessibility Consultant	Cara Eastcott	cara@summerworks.ca
Administrator	Nivie Singh	nivie@summerworks.ca

Office Phone Number: 416-628-8216 (not regularly monitored)

Website: <u>www.summerworks.ca</u>

Mailing Address:

SummerWorks Theatre Festival 423-401 Richmond Street West Toronto ON M5V 3A8

SummerWorks Programming & Curation

Contact: Laura Nanni - Artistic & Managing Director laura@summerworks.ca

This year marks the fifth with Laura Nanni as Artistic and Managing Director, curating the programming for the Festival, with input from a National Artistic Advisory. This year's advisory is: **Asad Raza**, **Cara Eastcott**, **Eroca Nicols** and **Luke Reece**. You can find more on them <u>here</u> The advisory along with Laura will be available as sounding boards and outside eyes at key points in your process.

2021 Programming & Curatorial Notes

We are invested in continuously re-imagining and innovating new possibilities for performance - how it is created, presented and experienced.

This year the SummerWorks Festival will roll out beginning August 1st and present public-facing activity on multiple platforms all month long. Every day will offer a way of encountering artists and their work either in person, through performance or digital formats. The Festival focus for summer 2021 is to support artistic research, development and creation, while simultaneously finding creative ways to make the artistic process public in a variety of formats that are safe and engaging during Covid times.

Recurring themes and formats in the curation include: ways of archiving; queer and BIPOC visions of the future; translation of live to digital; collaborations over distance; making process public; reimagining public space; as well as renegotiating our relationship to time, distance, and intimacy in the face of the pandemic.

All programming will be free, and the organization plans to continue offering elements of accessibility in the way of captioning, ASL interpretation, audio description, etc. depending on the platform.

Public facing activities taking place throughout August includes:

 3-4 SummerWorks Lab Residencies each week in association with the <u>Stratford</u> <u>Festival Lab.</u> This will involve online sharings of the work, whatever is most useful to each artist's process, and COVID-safe, Friday-Sunday. In partnership with <u>Outside the March</u>, one of these residencies each week will take place in a storefront space, making the artist's studio/process more visible to the public. Lab artists/ groups include:

Week 1

- Nate Britton & Devon Healy (ON) Rainbow on Mars
- Philip Nozuka (ON) PROOF OF EXISTENCE

Week 2

- Todd Houseman (AB) The Children of the Bear
- Switch Collective (ON) Switching Queen(s): Survival Seeds
- Tom Arthur Davis & Jiv Parasram (ON & BC) SWIM
- Laura Nanni & Sorrel Muggridge (ON & UK) Connected As We Are

Week 3

- Erin Ball & Vanessa Furlong (ON & NS) LEGacy Circus
- Jordan Laffrenier (ON) A New Black Poet
- Dainty Smith & Ravyn Wngz (ON) Softness is a Blessing
- Freya Olafson (MB) MÆ-Motion Aftereffect

Week 4

- Rodney Diverlus & Syrus Marcus Ware (ON) burn, burned
- Me Time (ON) The Build That Never Drops
- Artists at Work, a digital project that will be shared on our social platforms. 12 artists/ groups from across the country have been invited to share an aspect of their process and/or what they're thinking about right now. Artists/ groups include: Art Spin (ON); Michael Caldwell (ON); Justine Chambers (BC); Darla Contois (MB); Hey, Girls Team (ON); Yousef Kadoura (ON); Liz Peterson & Fan Wu (US & ON); Gloria Mok (YK); Mark Reinhart (ON); Lauren Runions (ON); Gloria Swain (ON) and Tiny Bear Jaws (AB).
- The Lab and Artists at Work programming will be bookended by two presentations, first nowhen, directed by Alison Wong, produced by Canadian Stage and York University, running August 5-15. The second, taking place closing weekend, is a triple bill of new dance films choreographed by Winchester Prize winning emerging artists Charlotte Cain, Michael Rayson, and Kurumi Yoshimoto, and featuring Toronto Dance Theatre students from around the globe.
- A return of our Performance Criticism Program involving the mentorship of 3 BIPOC writers over the course of one month by media professionals with expertise in performance criticism. As an extension of this, work is disseminated through SummerWorks online platforms.

As an extension of these plans, we will be working with four videographers to experiment with digital formats and document select projects. The footage generated is meant to help disseminate the project beyond its time at SummerWorks, as content for

hybrid performances, and for future marketing purposes. The digital team will be available for consultation to all SummerWorks artists participating this year.

SummerWorks Exchange activities will happen behind the scenes July to the end of September, including facilitated workshops, meetings and pitch sessions, connecting SummerWorks artists with curators and presenters from around the world. Partners for the Exchange include <u>OFFTA</u> (Montreal), <u>Why Not Theatre's This Gen Fellowship</u> <u>Program, Generator</u> (Toronto) and <u>Fascinator Management</u> (Vancouver).

Producing

Rosanna Lowton - Managing Producer rosanna@summerworks.ca

This year SummerWorks has a full team of Producers to help deliver the different projects. The Producer assigned to your project will introduce themselves to you via email and they will be your main point of contact.

SummerWorks Lab Producer - Sue Balint (sue@summerworks.ca)

Dainty Smith & Ravyn Wngs Erin Ball &Vanessa Furlong Freya Björg Olafson Jiv Parasram & Tom Davis Philip Nozuka Rodney Diverlus & Syrus Marcus Ware The Switch Collective Sorrel Muggridge & Laura Nanni Charlotte Cain Michael Rayson Kurumi Yoshimoto

SummerWorks Partnerships Producer - Rachel Penny (rachel@summerworks.ca)

Alison Wong Devon Healey & Nate Britton Jordan Laffrenier Me Time (Sarah Barrable-Tishauer) Todd Houseman

SummerWorks Artists at Work Producer - Emma Westray (emma@summerworks.ca) Art Spin Darla Contois Gloria Contois Gloria Mok Gloria Swain Hey, Girls Team Justine Chambers Lauren Runions Liz Peterson & Fan Wu Mark Reinhart Michael Caldwell Tiny Bear Jaws Team Yousef Kadoura

SummerWorks Digital Projects Producer - Lana Lovell

(lana@summerworks.ca)

Alison Wong Erin Ball & Vanessa Furlong Rodney Diverlus & Syrus Marcus Ware The Switch Collective

Additional producing support can be found through this resource

Technical Production

Pip Bradford - Production Manager pip@summerworks.ca

Technical support will be given to Lab Residencies. Pip Bradford and Jalen Innis will support your technical needs throughout your residency. This includes support in technical needs for any sharing you choose to do.

Show/ Project Schedule

Your sharing schedule will be confirmed with you with your assigned Producer. You should discuss any special considerations for your sharing with them during your Artist Meetings so we can accommodate your needs.

Site Visits

SummerWorks doesn't expect to provide a venue for any residency or sharing. Due to COVID-19 restrictions, we are not able to support all artists to share in public space.

Any sharings in public space will have to be agreed and discussed with the SummerWorks team in advance. You will be responsible for ensuring you have all necessary permissions - the Festival will support you through this process.

COVID-19

Your project is subject to best practice guidelines for health and safety including evolving federal, provincial and municipal protocols to safeguard the public from COVID-19. At all times you should abide by relevant protocols related to COVID-19 public safety. A Public Sharing will only proceed if health and safety guidelines permit it and SummerWorks and the Artist can ensure that the most recent health and safety guidelines are followed. If you have any questions or would like to consult on how best to support your project within these guidelines, please feel free to reach out to Pip Bradford to set up a discussion.

These <u>Artist guidelines on creation</u> will be regularly updated to cover the updated regulations - you Producer will support you in keeping safe during your engagement with SummerWorks.

SummerWorks Exchange

Contact: Margaret Evans - SummerWorks Exchange Producer

margaret@summerworks.ca

SummerWorks Exchange is our industry and professional development platform for artists, arts presenters, and curators across Canada and abroad. The Exchange will bring out-of-town curators and presenters to SummerWorks to attend shows in the Presentation and Lab series, as well as participate in Exchange events. The Exchange creates many new opportunities for Festival artists to exchange with national and international presenters. Including:

- Pitch-sessions
- Open Studio showings
- Industry-specific programming including workshops, and facilitated discussions
- Networking events and social opportunities for presenters and artists to get to know each other

The Exchange this year will be hosted **September 10 - 12**. Details of the events will be made available to you in advance. We encourage you to attend as many Exchange events as possible.

Being able to attend may hold future opportunities for you to present your work both internationally and in Canada in the future.

Marketing & Publicity

Contact: **Allie Wood** - Marketing Manager allie@summerworks.ca

We promote your work through our website, social media and e-communications, as well as through our Publicist. However, one of the most powerful tools is reaching out to your own networks as well, and we strongly encourage you to do so.

The information in the Preliminary Questionnaire has provided us with key information for your page on the Website. This includes a list of members of your production in the way you would like them to appear (ie. Directed by... Written by...).

You will have a chance to review any copy used for SummerWorks before it goes public.

Social Media

Invitations to provide content for social media will be sent out from the Marketing team. These may ask you and your team to take specific photos (perhaps behind-the-scenes pics), or answer questions relating to your process, the history of your show's development, or other highlights. This helps generate interesting content for our Marketing team that entices audiences to learn more about you and your show.

We actively use Facebook, Twitter, and Instagram and will post regularly as the Festival approaches. Please like or follow us on all channels. The more likes or followers we have, the greater our reach of SummerWorks related postings. Tag (#summerworksTO) or "@" SummerWorks in all show/Festival-related content; this assists us in generating content to promote your show via social media platforms.

Facebook

Strategy: We use Facebook primarily to extend the SummerWorks brand. This includes posting about local or international arts opportunities, relevant articles, and, of course, to promote SummerWorks activities.

How You Can Help: Like, comment, or share our posts. Facebook users are more likely to see our posts if more people like/comment/share them. We may not be specifically talking about you our your project, but brand recognition and awareness will go a long way.

Twitter

Strategy: Twitter is about quantity. We use Twitter to extend the conversation: we post job postings, residency opportunities, and relevant articles. We also tell our followers what we're up to in the office, what we're eating, and most importantly what we're seeing in the off-season.

How You Can Help: If you want us to retweet you or engage in a Twitter conversation, tag us @SummerWorks and use #summerworksTO. We especially like tweets about working on your specific project, like rehearsal photos. Our followers are more likely to enjoy a behind-the-scenes tweet than a simple plug for your project.

Instagram

Strategy: We use Instagram much more frequently during the Festival.

How You Can Help: Send us photos of meetings or rehearsals in the lead up to the Festival by emailing <u>allie@summerworks.ca</u>. Include a caption and we'll put it up on Instagram. Don't forget #summerworksTO, and to tag collaborators too.

SummerWorks Website

The website will be updated with all of our programming details for the programming announce on July 6. Please take the time to double-check your information on the website from this point onwards – including dates, times and all spelling.

We also suggest that you sign up to our newsletter mailing list, via our website and encourage your friends to do the same.

Photography

You have sent us some photos to be used for marketing and publicity purposes. The Marketing Team will reach out to you to ask if you have any updated images before we go live. Your photos should have a minimum resolution of 300dpi. If your photos are less than 1MB it's too small.

See below for the treatment SummerWorks uses on all show photos (colour layering).



PUBLIC WORKS

Essential Play May 29



PUBLIC WORKS

Health & Safety Notes July - August



SUMMERWORKS PRESENTATIONS

Metamorphosis: A Viral Trilogy – Episode 2: Kerri Wonders Remember: this photo exists within a Festival context, having a striking/interesting image, without text, that captures the essence of your show will allow it to stand out. These photos should be a production photo or staged photo, rather than a graphic image. Please DO NOT include text or logos on the image. It's ideal to submit 2-3 options so our team can choose an image that will fit in best with the context (web, social media, etc.)

For the layout of our website, it is preferable that at least one image is landscape (wider than tall). Images you submit may be cropped (i.e. square format for Instagram).

Keep in mind the various platforms this photo may be used on and the different sizes needed for the most impact, such as: our website and social media. The photos you submit will also be on hand for any publicity requests. Please ensure you provide the photo credit for each photo submitted.

Your image files **MUST** be named the title of your production, the name of the photographer, followed by the number of the image you have uploaded, eg. **TitlePhotographerName1, TitlePhotographerName2, TitlePhotographerName3.**

Remember when selecting images:

- o ensure faces and figures are clearly visible (a great shot is ideally a medium shot, with faces clearly visible)
- o use an image that tells a story
- use an image that represents your project or practice. If the piece hasn't been performed before and you don't have production shots to choose from, that's okay. It can represent your work without being explicitly from the project you're working on now

Photos are reviewed by Laura and the Marketing Team to determine final selections.

Show/Project page

Projects and artists are featured on the website. Follow this link for an example of a show page.

The information you provide in the Preliminary Questionnaire is used to build the content on each show page (this information is confirmed with you late-June). The photos you submit will be used on the website and will receive a coloured overlay (see above for an example) depending on the project stream; please consider this effect when submitting your photos. We use this effect to further the Festival's brand. Please note: photos with more contrast tend to have more of a visual impact; whereas photos with higher exposure tend to get washed out.

Publicity

Contact: **Suzanne Cheriton** - Red Eye Media <u>suzanne@redevemedia.ca</u>

Suzanne Cheriton (Red Eye Media) is our Communications Associate and Publicist. She drafts and distributes our press releases and is in conversation with the media to promote the Festival overall, as well as providing them with information, artwork, and access to public presentations they wish to see.

Please email Suzanne if:

- You have any objections to media viewing or reviewing your work.
- There are plans for your project to tour or have future runs.
- You will be retaining your own dedicated publicist to support your project please note who it is and their contact info.
- You or your own dedicated publicist secure a media opportunity. This is so that we have an overview of where stories are landing and can avoid 'double-pitching' the same journalist.

SummerWorks will support you in setting up ticketing and booking for the purposes of residency sharings as necessary. When the schedule and format of your sharing is confirmed Rachel will be in touch with you to coordinate the practicalities of booking tickets for your audiences.

Your primary contract will receive all pre-sale reports so you know how many people have booked your show.

- All tickets will be free for the audience.
- Tickets can be purchased online at <u>summerworks.ca</u>.
- Tickets will go off sale one (1) hour before the start time of the event

Accessibility

If you have any particular accessibility needs, don't hesitate to let us know. There is an opportunity in your Preliminary Questionnaire to outline any accessibility needs you'd like to make us aware of. If you need to update us on any of this info, please contact <u>rosanna@summerworks.ca</u>. Cara Eastcott is also onboard as an accessibility consultant and will be advising you on incorporating accessibility into your work. Prior to these meetings you'll find this document useful in considering different ways to incorporate accessibility into your work.

Making Your Performance More Accessible with SummerWorks

Our team holds accessibility as one of our core values, and is committed to extending these practices throughout the entirety of the artistic and administrative process. We strive to go beyond the bare minimum standard of accessibility practices in the performing arts and to support artists, programmers and partner organizations in considering how access can be incorporated throughout all aspects of a production and throughout all stages from development to presentation. It is our expectation that the artists we work with will also strive to put accessibility practices at the forefront of the creative process and implementation of their work.

We aim to provide ASL Interpretation and captioning for our workshops, info sessions, and Festival events.

Accessibility in Marketing

Image Descriptions

Image descriptions are visual descriptions of images for those who are unable to see them. The most important information should be described and focus on what you see rather than what is happening or what the story is. The image description can be added as a caption below the image or embedded in the image to be read by screen readers.



Image description: a brick building with NOW IS THE TIME DO DO THINGS DIFFERENTLY written on the side in colourful duct tape

Alt text

Alt text is the function used to embed the image descriptions for electronically based material. We format our web-based and electronic visual material with alt text for people with low vision or blind people. The alt text can access the image description using a screen reader.

Quick wins for access

- Always use Sans Serif Fonts
- For printed material should always have at least 14 point font
- For posters and walls the height of the letters should be minimum height of the viewing distance divided by 2.5
 Ex. If your viewer is 10 feet away, the letters should be at least 4 inches tall 10/2.5 = 4
- Text should never be placed over an image
- Contrast should be at least 70% for readability
- Always add subtitles and captions
- Have transcripts or ASL versions for audio content
- Use universally understood pictograms to display access features

See 'Accessibility Marketing for Inclusive Arts Events" for more details

https://speakerdeck.com/kmcmullin/accessible-marketing-for-inclusive-arts-events?slide =35

Land Acknowledgements

Taking time for verbal Land Acknowledgements before a show or an event is important to us. SummerWorks staff give a land acknowledgement at the start of all events produced by the Festival and whenever else possible. We also encourage artists to give their own Land Acknowledgements before their shows or public sharing of work.

In discussion with Indigenous artists and collaborators in the SummerWorks community over the last couple of years, we've come up with a few elements to consider, which are also inform the Land Acknowledgements our staff develop:

- The speaker, whether Indigenous or non-Indigenous should introduce themselves, and explain what led them to be here (i.e. ancestry, where they've come from before here, what led them here, their relationship to this place, etc.).
- Include an acknowledgement of the original caretakers of the land that you/ we are currently on (note: SummerWorks is based on the traditional land of the Mississaugas of the Credit, Anishinaabe, Chippewa, Haudenosaunee, and Wendat Nations).
- Contextualize why the land acknowledgement is important in this moment, in relation to your practice, your company and/or the piece.

Though we encourage artists to do this and will give advice and support where we can (including providing workshops on this), this should be something that you as an artist decide to do; it is not a matter of checking a box.

THANK YOU FOR READING TO THE END!