General Guidelines

Abby Theatre Fest – Stage to Screen Edition is a curated, fringe-style virtual event featuring films of original performance works created by performing, literary and visual artists. The 2021 festival is scheduled for September 24 & 25 and October 1 & 2, 2021.

All projects must be approved by Gallery 7 Theatre’s Artistic Director before proceeding. The festival is open to all artists, provided the submissions meet the guidelines as outlined below.

Content Guidelines

• Submission content can explore any theme the creator is passionate about, however, all content must connect with G7’s mandate in some way: to explore the spiritual, relational and social aspects of the human experience with a vision towards hope, reconciliation and redemption.

• Submissions can be an original serious or comedic monologue, a short, scripted original film, an original movement piece set to original music, a dramatic reading of your own short story or series of poems, a dramatic reading of a short play you have written, a series of songs you’ve written and can perform based on a theme important to you, or whatever your creative genius comes up with.

• All submissions must be original creations. Creators must either be the copyright holder of all content contained in the submission, or demonstrate in writing that they have permission from the copyright holders to use the content. Creators must further be able to provide Gallery 7 Theatre permission to use the content for broadcast on the theatre’s social media channels during the Festival.

• Submissions should be approximately 12 - 15 minutes. Submissions exceeding this time limit require special approval and is subject to availability of time slots in the festival.

• Wherever possible, submissions should not have been presented on your personal social media channels or publicly distributed in any way prior to the Festival and not less than two weeks following the Festival.

• Submissions may contain strong language but be aware that language warnings can negatively affect attendance. Make sure strong language is necessary and appropriate to the story and characters.

• Creators are encouraged to take calculated, purposeful artistic risks when developing their submission. Artistic risk for artistic risk sake is not encouraged. Take an artistic risk because you believe in your submission’s themes, story, and characters, and because you believe audiences will be positively inspired or challenged.

• Keep your submission simple. While we’re not expecting a slick commercial film studio product here, effort should be made to ensure a high level of video, production and content quality.
Submission Health & Safety Guidelines

Please note that these guidelines were developed in February, 2021 in accordance with COVID-19 health and safety regulations and guidelines in force at the time. These health and safety regulations may change as time goes on. Creators must follow the health and safety regulations in place in their jurisdiction at the time of project start.

- All submissions must be created in accordance with applicable municipal, provincial and national COVID-19 health and safety regulations & guidelines in force at the time and in the jurisdiction your submission is produced.

- A submission can be a solo piece, involve members of your immediate household or include members of your designated health and safety social bubble, if permitted by government regulations. Please do not expand involvement beyond this. While never appropriate, this is not the time to risk your or anyone else’s health. Keep things simple and small. Be responsible, be safe, and follow the rules. Think: if it’s not necessary, don’t do it.

- For guidance on how to keep things healthy and safe, please check the following links:
  - https://www.actsafe.ca/covid-19-resources-for-the-arts-and-entertainment-industries/

- Exercise appropriate physical distancing in all stages of creating your submission, especially if you are including people outside of your household but are in your health and safety bubble.

- Be creative. If your submission involves those in your designated health and safety social bubble, consider creating your submission entirely by video conferencing to minimize physical interaction.

- Performance pieces must not be filmed in front of a live audience.

- Creators must follow all applicable municipal, provincial and federal laws, as well as public space policies and regulations, in the production of their submission.

- Creators must have written permission of property owners in circumstances where the project is to be filmed at a location other than your own property.

- Please note that participation in the Festival is at your, and your participants’, own risk. Gallery 7 Theatre is not responsible for injury or loss during, or resulting from, the production of your submission. By submitting a proposal, you are agreeing to follow all submission guidelines.
Video Submission & Closed Captioning Guidelines

• All videos must be in HD, with at least 720p quality. 1080p is preferred.

• Ideally, videos should be in the H.264 .mp4 format. .mov, .avi, or .wmv are also acceptable.

• Videos don't have to be super high quality or high budget - the quality of an iPhone video is amazing! But please take care to ensure that the audio of your video is good. That means little to no background noise and clear voices. For the technically skilled on that front, ensuring that your audio does not peak above -3db is perfect.

• Videos should be sent via Dropbox, WeTransfer, Google Drive, or a similar service*. If your file is too large, please contact us and we can make arrangements to transfer the files.

To make this festival more accessible, we would like to offer closed captioning wherever possible. We ask that if you are able, please submit a transcription of your video in a simple Word document so we can create a subtitle file to go along with your film.

*please check end user agreement terms and conditions when using online cloud services to ensure you are comfortable with their content security, distribution and use policies.

Submission Conditions

We will accept submission proposals, review them and then ‘green light’ them for production. Be as detailed as possible in your initial proposal so we have a good idea of what you’re planning to do. If you already have a script written, please include it with your proposal. Be sure to include the following:

• A description of what you intend to do;
• Content warnings and/or audience advisories, if applicable;
• Affirmation that you are the copyright owner of all content or have written permission from the copyright holders to use their content in your submission;
• Affirmation that you will follow all applicable COVID health regulations in the creation of your submission;
• Written permission from property owners if you intend to film on location other than on your own property;
• Affirmation that you will follow all regular municipal, provincial and/or federal laws in the creation of your submission;
• Details on your health and safety plan during production.

In the case of a new project created specifically for the festival, a completed video submission deadline for final approval will be instituted. While this final approval process should be more a rubber stamp than anything, we reserve the right to refuse broadcast for the following reasons:
The content of the submission is radically different than the initial proposal;
The content does not meet the submission content, health and safety and/or video submission guidelines outlined above;
The content is of poor quality;
Any other reasonable concern that would prevent the broadcast of your submission.

Submission Deadlines

While we hope for an abundance of submissions, the number of approved projects is dependant on the total number of submissions received and content suitability. We have created two submission deadlines for this year’s festival:

New Projects

Proposals for new projects to be created specifically for the festival are due by 5:00 PM on April 23, 2021. We will greenlight approved submissions by April 28th, 2021. This will give creators plenty of time to create, produce and edit their project in time for the festival. Completed videos are due by 5:00 PM on September 3, 2021 for final broadcast approval.

Existing Projects

Proposals for existing, already completed projects developed for other purposes but not yet widely broadcast are due by 5:00 PM on July 30, 2021. Creators submitting under this category will be asked to complete the application form, submit a script and provide a copy of their video. We will greenlight approved submissions by August 4, 2021.

Live-Stream/Video Play-Back Schedule:

Once we have a finalized list of approved films for broadcast, we will schedule the festival video screenings in a curated fashion that ensures an ebb and flow to the event. We will mix fun and comedic submissions with more serious submissions. We will also work to vary the forms of performance art to keep audiences engaged.

Casting & Rehearsals

- We encourage creators to submit solo pieces, and/or keep their casting requirements to an absolute minimum. Creators are responsible for casting their own show. Remember that cast and crew members should be within your own household or designated ‘health and safety social bubble’ if permitted by government regulations. Make sure you follow all health and safety guidelines throughout the process if you’re involving others!

- We encourage creators to keep their production requirements simple. We recommend staying on your own property and/or in your own homes to create your content. Creators are responsible for finding

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and securing their own locations to be used for rehearsals and videoing. Remember that if you plan to use someone else’s property, you need to have written permission from those property owners before commencing work at that location.

- Due to COVID-19 safety and cleaning protocols, the Gallery 7 Theatre Rehearsal Hall is not available for use by creators.

- Creators are free to rehearse and video their submissions according to their own schedule.

**Props, Sets & Costumes**

- Creators are responsible for sourcing their own props, set pieces and costumes. Unfortunately, due to COVID-19 safety and cleaning protocols, the Gallery 7 Theatre costume and props stock will not be available for use.

**Video Editing**

- Creators are responsible for videoing, editing and submitting their content according to the specs provided above. Gallery 7 Theatre may do some basic editing to the beginning and end of your video for broadcast purposes.

- Please include a title card at the beginning of your video as well as credits at the conclusion of your film. If you do not wish to include end credits, please edit in a fade out following your final scene.

**Personnel**

- Creators are responsible for recruiting personnel specific to their submission, if necessary. Again, we encourage creators to submit solo pieces and/or include people who are in your household or in your exclusive health and safety social bubble if permitted by government regulations. Follow all health and safety guidelines as indicated above through-out the process.

- Gallery 7 Theatre will be responsible for recruiting personnel and securing equipment necessary for the live-stream and video playback events. The live-stream events will be conducted in accordance with BC Health, BCWorkSafe and BC ActSafe COVID guidelines.

**Budget/Festival Management/Marketing**

- Gallery 7 Theatre will be responsible for managing the overall Festival including:
  - Live Stream and Video Playback Production
  - Box Office
• Gallery 7 will take responsibility for budgeting and overall financing of the live-stream and video playback events. Creators will be responsible for their own production costs.

• For this year’s festival, we are offering a box office share program where 70% of revenues will go to Gallery 7 Theatre to help with marketing and broadcast cost recovery and general operations, and 30% will be distributed evenly to creators. This revenue will be provided to the submitter of the proposal, who can then distribute the earnings to their fellow collaborators, if applicable.

• While Gallery 7 Theatre will market the festival in general, creators are encouraged and incentivised to promote the festival and their submissions. A marketing tool-kit featuring tips and tricks of promoting your show will also be provided to approved projects.

We’d love to have you be involved! If you’re interested in participating, please complete and submit your application form by the deadlines indicated above. We’re looking forward to working with you!