



APPLYING TO TAKE PART IN THE FESTIVAL OF CHICHESTER 2025

Watch the help video here: <https://youtu.be/Qahub0aKOoI>

We're so pleased that you have decided to submit an event (or events) to be part of our 2025 programme.

In previous years some organisers told us that the process was a little hard to navigate. We have tried to simplify things a little this year but we do need quite a lot of specific info. So, this document aims to help you get the key information ready in advance, as well as guiding you through the form filling process.

Notably we will be asking you to provide a photo and texts that will be used in for the brochure, website and box office. Please read carefully the requirements and prepare the photo as closely as possible to the suggested size.

Please do not start the application until you have, at least provisionally, decided upon a venue.

Step 1 – register on festivalofchichester.co.uk.

Step 2 – pay for your event(s)

You will need a debit or credit card to hand. Electronic payment is taken by us during the application process. **The details entered on the payment page need to correspond with those on your payment card.** At a later stage you enter the details of your organisation. Once your payment has been processed, the system will send you an email with your receipt. It will also send you a link requesting you to confirm your email address. **Please wait for this email and click the link on it before proceeding with making the application.**

Step 3 – list your event

Notes on the listing process

1) Event name

Beware of using very lengthy names, as this can take up a lot of space within your brochure listing.

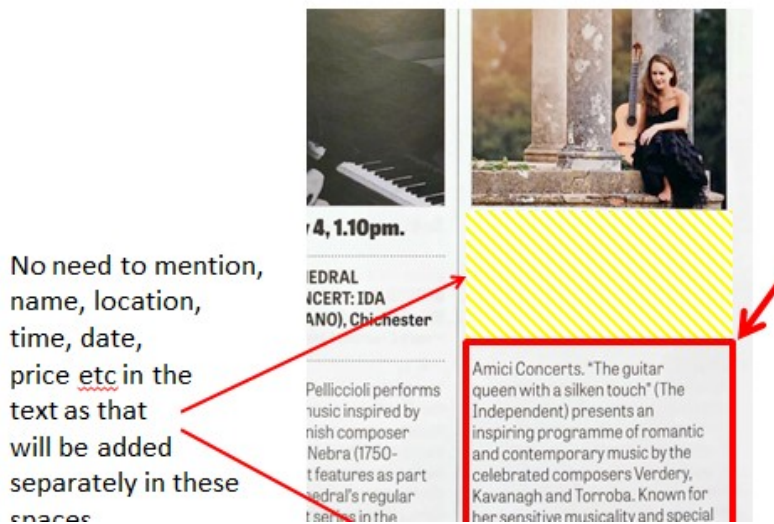
2) Event description

This is the main explanation of what your event is about, its main attraction and anything that is essential to help a reader decide whether or not to book... or at least to read further (on the

website).

There's no need to use this text to give the date, time, location or ticket price as those details will be added separately from information you've provided elsewhere on the form.

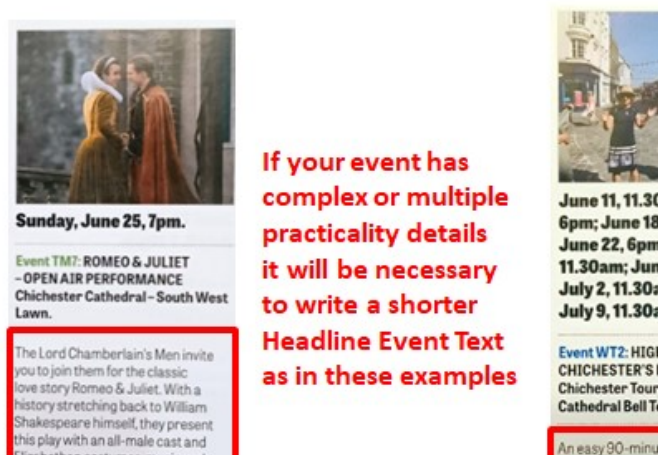
If the performer(s) at an event is/are not clear from the event title, then ensure that they are named in the headline event text. Here's an illustration from the brochure:



No need to mention, name, location, time, date, price etc in the text as that will be added separately in these spaces

The event text will end up on a brochure page formatted like the example above. Target text length should be around 40 words and certainly no more than 50.

You might need to shorten the text if your event has a particularly long name, complex venue details, complex pricing structure or a large number of possible dates, as all of these factors will squeeze the space available in the brochure panel which is fixed as one sixth of a page.



If your event has complex or multiple practicality details it will be necessary to write a shorter Headline Event Text as in these examples



3) Image upload

We are asking for one main image – the one that which is associated with your event across all platforms - brochure, festival website and box office.

- We need a real image (not a poster, no lettering) that's free of copyright
- Ensure that the image is level, in sharp focus and well-lit
- We prefer an image showing people.
- Format should be JPG and at a medium to high resolution.
- Please rename file name to be the same as your event title.

If we have to edit your copy or crop your photo, we won't necessarily have the opportunity to check that you are happy with the result.

4) Event category

You will be asked to select a category or categories under which your event will be filed in the brochure. The options are:

Art & Craft
Cinema
Community
Music
Spoken word
Theatre
Walk or tour
Workshop

Please select the primary classification that you feel best fits your event. Generally this is obvious but in the case of blended events (e.g. poetry & music) along with musicals (theatre or music?) you can enter more than one category.

5) Event location

If you haven't yet arranged a venue for your event, please do that before you fill in the form unless the event is purely online. See <https://festivalofchichester.co.uk/venue> for the principal venues that are available in the district. These also appear in the dropdowns in our pre-prepared listing.

The form will ask you to enter the venue: you can either select from our pre-prepared listing or add a new venue that isn't already on our listing. In the latter case you will need the address and postcode too, so it's worth having that to hand before you start.



6) Organiser's details & event website

These are the details of the organisation or person that's putting on the event.

Please decide whether you or your organising group want to be mentioned in the brochure after the title. Be aware that, if so, it does slightly reduce the space you will have in the headline event text. You could alternatively mention your group in that text.

Also if you have a website or any social media links please include them in the relevant fields. If you don't have these yet they can be added later.

7) Tickets

Here you add the ticket types, as well as the price, and number of tickets that will be available for your event.

The form allows you to input concessionary rates. If these rates are complicated, it might be worth giving a general range ("concessions £x-y") then spelling out the full details in the full length text for the website. There's a box to enter these values. That avoids using up a lot of space in the brochure.

If offering age-related special rates, consider phrasing this for clarity as "under-16s" "under-18s" "over-60s" "over-65s" etc rather than "children" or "seniors".

8) Select the Chichester Box Office (optional)

We will strongly encourage you to use the ticketing services of the Novium/Chichester Box Office for selling at least a proportion of your tickets. The fact that most events use the same ticketing outlet – and that it's located right in central Chichester (with online options too) – makes the Novium a handy ticketing hub. The box office service for paid events incurs an agency commission of 10% + VAT. There is no charge for free ticketed events. You can also sell a proportion of tickets yourself and on the internet as long as you keep a careful check on numbers sold and liaise with Chichester Box Office over quotas.

If you tick this box that you've accepted The Novium T&Cs, The Novium will send you a separate ticket contract for signature. It's available from the application form. No tickets can be sold unless you complete and return the ticket contract. The festival itself does not sell any tickets. The contact name for your event should be the same on both this registration form and the contract. If applicable, please forward any seating plans at the earliest possible opportunity to The Novium.



9) Select advertisements

See <https://festivalofchichester.co.uk/support-us-advertise-with-us> for the options.

10) Agree to our T&Cs

For face-to-face events there are some terms and conditions that we will need you to accept. These are typical formalities but we suggest that you access the Health and Safety Guidance Note in advance to ensure that you know what you're signing. It's available from the application form.

Health & safety

All event organisers are responsible for ensuring the events they manage comply with Health and Safety legislation. Our guidance notes are available to view and print from the form. This includes a Risk Assessment Form for your convenience: that does not need to be returned to us.

Public Liability

The Festival cannot provide public liability insurance. It is your responsibility as an event producer to ensure public liability cover is in place. Venues often have such cover but you must discuss this with them to ensure you are covered. If not, you will need to arrange public liability cover or find another venue that offers it on your behalf.

Licensing

Before confirming your event, please ensure that your venue has any necessary licenses for the event that you plan to organise. For most musical, theatrical, indoor sport, or dance events this will include a Premises Licence (<https://www.gov.uk/find-licences/premises-licence>). Equally, if you plan to provide alcohol at your event – either for sale or included in the price of the ticket, you will need to check that the venue has an appropriate Alcohol Licence. Information can be found on Chichester District Council's website at <https://www.chichester.gov.uk> to enable you to apply for a licence.

11) Press Submit

Please be patient while the system compiles your data. When complete you will receive an email.

Ready!

OK – so hopefully now you are ready to zip through the form filling without lots of stops and starts.

We're looking forward to receiving your application(s)!