

**EOI Drafting Document**

Arts & Education Program

Expressions of Interest for 2022 Touring

**ARTS & EDUCATION TOURING PROGRAM 2022**

Thanks for taking the time to apply to our program – we love gaining an understanding of your work!

This application process is for touring or offering on demand workshops/ performances in 2022 through the Arts & Education program.

**Arts & Education**; offers high quality and educationally relevant arts experiences to young people across Victoria from early years through to VCE. We work to provide accessible arts experiences and encourage students to participate in the arts as both artists and audiences.

Read the submission guidelines to gain a better understanding of this program.

Use this document to draft your application and copy/paste into the [online EOI form](http://www.tfaforms.com/4899640) when you’re ready to submit. Incomplete EOI's are not eligible and will not be assessed.

**Please note: Equity and diversity across our touring programs is a priority of Regional Arts Victoria.** Expressions of Interest from First Nations, CALD and/or regionally based artists/companies will be prioritised.

**Expressions of Interest open 9am Tuesday 27 April 2021 and close 12pm Tuesday 25 May 2021 for touring in 2022.**

Please contact Regional Arts Victoria to discuss your project before submitting your application:

Please note, before you apply you will need the online document sharing platform [Dropbox](https://www.dropbox.com/?landing=dbv2). This platform has a free trial period. To simplify your application process, we recommend you create the following folders in Dropbox, as you will need to provide us with links to these in your application:

* Hero Images
* Other Images
* Videos
* Logos
* Support Material

To find out how to share a folder in Dropbox, [click here](https://help.dropbox.com/files-folders/share/share-with-others).

**PLEASE NOTE:** If you feel like your project is relevant to the [Connecting Places program](https://www.tfaforms.com/4899966) as well as Arts & Education, please only submit one application to Arts & Education and indicate in your form that you would like to be considered for both programs.

Please contact Regional Arts Victoria to discuss your project before submitting your application:

Pippin Davies

Senior Manager

Arts & Education

[pdavies@rav.net.au](mailto:pdavies@rav.net.au) | 0427 211 123

**ABOUT YOU**

1. Would you also like to be considered for Connecting Places? Please review Connecting Places Submission Guidelines if you intend to answer ‘yes’ to this question.

* Yes
* No

Contact Details

Project Name  
Company/Producer name  
Primary contact person

Preferred Pronouns  
Email address  
Mobile phone  
Company ABN  
GST registered y/n  
Postal address  
Which state are you or your company based?

*Whilst interstate companies are eligible to apply, costs to travel to Victoria are not covered by this program.*

## Company Profile

## Please briefly describe your company and artistic practice and explain why you would like to be a part of the Arts & Education Program (1,000 characters max)

1. **Are you or your company based in a regional location? If so, where?**

Y/N, if yes

**Equity and Diversity:**

*Regional Arts Victoria is committed to equity and diversity. Capturing data on the diversity of our EOI’s is one of the ways we can measure our progress and set goals for continual improvement. The below section is optional however we would appreciate your assistance by providing the following information.*

Other gender/s:

1. **How many people within the production team and touring party identify as…**

Aboriginal and/or Torres Strait Islander:

Culturally and/or Linguistically Diverse:

Deaf and/or Disabled:

LGBTQI:

Women:

Men:

## ABOUT THE PROJECT

1. **Project Type**

Performance  
Workshop  
Residency  
Other

1. **Engagement Type**Please select all you are interested in

* On the Road – Touring (usually between 2-3 weeks state-wide in Victoria)
* On Call/Online – Available all year or in specific school terms/holiday period
* Residency – Available all year or in specific school terms/holiday period

1. **Artforms**

Please tick the appropriate checkbox which best describes the artform of your project

Drama / Dance / Media / Visual Arts / Visual Communication Design / Other

1. **Appropriate for levels (please select all appropriate)**Early Years / Foundation – Year 6 / year 7 – year 10 / VCE / Other
2. **Additional Offering Type (please select as many as apply)**Do you have an additional offering?

Teacher Professional Development / Workshop / Online /Other)

For example, if your project is a performance, do you also offer an educational workshop that is an optional add-on that extends on the performance? If you’re offering a workshop, do you also offer a residency option that works with students in a deeper explorative/extended engagement? Do you provide a masterclass for Teachers professional development? If yes, please write a brief summary regarding the structure of the additional offering type. Dot points are fine, as long as we have a good idea of what you do, for how long and in what order. (200 words max)

**X**

## EDUCATION RESOURCES

This section will help to gather information about the project that will be used to create a high-quality teacher resource. This is a valuable document for teachers to assist them in working your project into their class plan, and a resource that can be used for the life of your project. Please be aware that if your application is successful to be part of the 2022 Arts & Education program, you will be expected to work with the Arts & Education team to develop this resource and extend your own understanding of how your project relates to the Victorian Curriculum.

For inspiration view our teacher resources page on our website:

http://www.rav.net.au/performing-arts-touring/arts-and-education/teacher-resources/**Please do not hesitate to contact our Arts & Education Manager, Pippin Davies 03 9644 1808** [**pdavies@rav.net.au**](mailto:pdavies@rav.net.au) **for assistance with this section.**

## SUGGESTED PRE-INCURSION ACTIVITIES

Please suggest 3 Activities for BEFORE the visit

*Think about what you would like students to know already. Activities that can be a link to your project as well as the curriculum*

|  |  |
| --- | --- |
| **Activity** | **Description** |
| **X** | **X** |
| **X** | **X** |
| **X** | **X** |

## SUGGESTED POST-INCURSION ACTIVITIES

Please suggest 3 Activities for AFTER the visit

*Think about what students could expand upon. Activities that dissect and expand upon the content of the workshop/performance that the teacher and students can engage in post-performance*

|  |  |
| --- | --- |
| **Activity** | **Description** |
| **X** | **X** |
| **X** | **X** |
| **X** | **X** |

**CURRICULUM CONTENT**

1. **Please Select areas of the curriculum that are applicable to your work:**

*Consult the* [*Victorian F-10 curriculum*](https://victoriancurriculum.vcaa.vic.edu.au/overview/about) *or* [*the VCE curriculum*](https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/Pages/vce-study-designs.aspx) *for curriculum links.*

*Note: that The Australian F-10 curriculum is not the same as the Victorian Curriculum.* [*victoriancurriculum.vcaa.vic.edu.au*](http://victoriancurriculum.vcaa.vic.edu.au/)

Using the Victorian Curriculum website, please select up to 3 **Learning Areas** and up to 2 **Capabilities** from the Victorian Curriculum, find the linking ‘content description’ and finally explain how this links to your project and/or pre/post activities. Use the ‘Scope and Sequence’ tables within each Learning Area to find this information.

Example: [*A Play in a Day*](http://www.rav.net.au/whats-on/education-and-families/a-play-in-a-day-by-deirdre-marshall) (2021 Arts & Education program)

1. **Learning area (curriculum link):** Drama
2. **Content Description:** Drama Practices

Year 9-10 Structure drama to engage an audience through manipulation of dramatic action, forms and performance styles and by using design elements

1. **Example of link in show or in related pre/post activities:** *A Play in a Day* teaches the students the basic structures of a play (including dramatic action, form and various performance styles and design elements) and asks them to create their own play within a day’s workshop. This play is then presented to the audience.
2. **Learning area (curriculum link):**

**Content Description:**

**Example of link in show or in related pre/post activities:**

1. **Learning area (curriculum link):**

**Content Description:**

**Example of link in show or in related pre/post activities:**

1. **Learning area (curriculum link):**

**Content Description:**

**Example of link in show or in related pre/post activities:**

1. **Capability (curriculum link):**

**Content Description:**

**Example of link in show or in related pre/post activities:**

1. **Capability (curriculum link):**

**Content Description:**

**Example of link in show or in related pre/post activities:**

1. Please indicate any other learning areas that you feel your project relates to.

The Arts – Drama  
The Arts – Dance  
The Arts - Media Arts  
The Arts – Music  
The Arts - Visual Arts  
The Arts - Visual Communication Design  
English  
Health and Physical Education  
Humanities – History  
Humanities – Geography  
Humanities - Economics and Business  
Humanities - Civics and Citizenship  
Languages  
Mathematics  
Sciences  
Technologies

1. **Please indicate if your work addresses any cross-curricular priorities:** Does your work sit in a cross-curricular intersection?   
   *For example art and science. What is the relationship of the two (or more) fields you are exploring?*

e.g. Aboriginal and Torres Strait Islander histories and cultures  
Asia and Australia's engagement with the Asia Pacific region  
Sustainability

1. Do you intend to apply for the VCAA Drama & Theatre Studies Playlist?

Y/N

**VCE Units 1- 4**

Please indicate if your work aligns with a particular unit of a subject in the [VCE Curriculum](https://www.vcaa.vic.edu.au/Pages/vce/index.aspx)

|  |  |  |  |
| --- | --- | --- | --- |
| Unit 1 |  |  |  |
| Unit 2 |  |  |  |
| Unit 3 |  |  |  |
| Unit 4 |  |  |  |

## MARKETING COPY

## DESCRIBING YOUR PROJECT

*This section offers you an opportunity to explain the benefits of your work/project, how it can connect with students and why your project would benefit the school’s curriculum. You can outline how your project will run by including timelines and specific contact points with students that will help educators envision your work in their school.*

*Regional Arts Victoria staff will use this description as marketing copy to sell your project to schools and educators across Victoria. The explanation of your project is one of the most powerful things you can create when pitching your work to schools.*

*Tips for creating your description:*

* *Convey a clear message by keeping it simple*
* *Never assume the audience knows anything you don’t explicitly explain to them*
* *Watch your grammar!*
* *Ensure your description leaves a clear impression on what the reader can expect to see, hear and feel when they experience your project.*

*Check out marketing descriptions from projects in our 2021 program for inspiration here:* [*http://www.rav.net.au/whats-on/education-and-families*](http://www.rav.net.au/whats-on/education-and-families)

**Tagline:** *A short, memorable description that has a lasting effect on the reader.* *A tagline offers information that can be easily remembered. In the end, it should help a teacher understand the bigger picture and leave them enticed and wanting more. (Up to 10 words)*

|  |
| --- |
| **X** |

**Key Themes:** *Name at least* ***three.*** *For example; dealing with grief, acceptance of oneself, regional living etc.*

|  |
| --- |
| **X** |

**Warnings:** *include if there are any adult themes, coarse language, sexual references, strobe lighting etc.*

|  |
| --- |
| **X** |

**Short Show Synopsis: Describe your project (Min 150 words – max 250):** *This copy should be short, snappy, to the point. Describe WHAT the project is, WHAT students/teachers can expect, and WHY it is ideal for a school*

*TIP: Remember to think about who you are pitching to. This copy will be used to sell your project to teachers and educators as part of their yearly curriculum.*

|  |
| --- |
| **X** |

**Long Show Synopsis (300 – 500 words)** *This content can be an expanded version of the Short Show Synopsis – Consider extending on any of the following: how and why it was made, what it’s about, what themes and/or areas of creative practice does hte project explore with students, how it aims to impact student learning etc.*

|  |
| --- |
| **X** |

1. **Creative Team Bios***Please provide us with comprehensive bios for your creative team. These can include a brief CV, any awards won, or special points of interest that may be relevant to media and publicity. (Max 200 words per person)*

**X**

## IMAGES

*Images speak a thousand words; one of the strongest tools available for any kind of promotion is dynamic, clear and strong images. Think outside the box! Where you can, include “behind the scenes” photos or design sketches. Presenters and audience love to understand the artistic process, as well as seeing the final work! These kinds of images personalise your project.*

*Please provide* ***highresolution*** *(300 dpi) versions of your images as either jpeg or png files. All images provided to us must already have the proper permissions and copyright required so that we can use them for marketing materials and activities.*

* *Hero image clearly labelled– in both landscape and portrait*
* *Production images*
* *Cast headshots*
* *Behind the scenes images (optional) for social media*

**Hero images:**

|  |  |
| --- | --- |
| **Hero Images** *Please provide a Dropbox link to a folder that contains all your Hero Images.* To find out how to share a folder in Dropbox, [click here](https://help.dropbox.com/files-folders/share/share-with-others).  ***Important:*** *Provide Hero Images at @300dpi in both landscape and portrait and label your files appropriately, ie:  SHOWNAMEHero Image 1\_Portrait\_Image by PHOTOGRAPHER NAME.png* | **Image Credit** *Please list any photographer credits where applicable in your file name. By providing these images, you are giving Regional Arts Victoria permission to use them to promote your show and our activities.* |
| **Dropbox URL** |  |

**Other images:***Please provide a Dropbox link to a folder that contains your other images. To find out how to share a folder in Dropbox,* [*click here*](https://help.dropbox.com/files-folders/share/share-with-others)*.*

***Important:*** *Provide these images at @300dpi, label your files appropriately and ensure your photographer credit is included in the file, ie:  
  
SHOWNAME\_Production Image 1\_ Image by PHOTOGRAPHER NAME.png  
SHOWNAME\_Cast Headshot for PERFORMER NAME\_Image by PHOTOGRAPHER NAME.png*

|  |
| --- |
| **Other Image Link** |
| **Provide a URL to the Dropbox folder for Other Images here** |

## 

## VIDEO

*Programmers and panel assessors use video to gain an understanding of your work. Short, high-quality videos of your project are essential for pitching your work to both programmers and audiences. In particular, regional programmers rely on videos to form a major part of their decision making and marketing campaigns.*

*The best way to present this footage is with a 30-60 second promo video and a longer 1-4 minute showreel.*

*If you don’t have any video footage or promotional videos now is the time to make some! As part of this application process, it is essential you provide high-quality video materials. If you’re unsure of where to start and need some guidance contact our [Programming Communications Coordinator.](mailto:afawcett@rav.net.au)*

*Here are some examples of great promo videos:*

[*Balance*](https://vimeo.com/203047363) *by Transience*

[*Voice Lab*](http://www.polyglot.org.au/workshops/voice-lab/) *by Polyglot*[*The Ballad of Pondlife McGurk*](https://www.youtube.com/watch?v=pdB5YOjAJMo) *by Windmill Theatre Company*

[*Two minute showreel*](https://www.youtube.com/watch?v=skdSKkdZ0A4) *by* [*The Listies*](https://www.youtube.com/watch?v=skdSKkdZ0A4)

**Promo Video:**  *A piece of content that captures the tone and message of your project.*

|  |  |
| --- | --- |
| *Include a YouTube or Vimeo link to your main promo video* | **URL** |
| *Include a YouTube or Vimeo link to any additional promo video* | **URL** |
| **Download link** *include a link to a Dropbox folder where we can download your video files listed above and any additional video files you wish to provide as part of your application* | **Dropbox URL** |

## REVIEW/AUDIENCE QUOTES

*Please provide up to 3 review or audience quotes.*

|  |
| --- |
| **Review #1** |
| **Review #2** |
| **Review #3** |

## LOGOS AND ACKNOWLEDGEMENTS (REQUIRED ON ALL PROMOTIONAL MATERIALS)

*List and include your company logo any other logos such as collaborators or co-producers that you require to appear on all promotional materials.**Include a Dropbox link to high res versions of all logos.*

|  |  |
| --- | --- |
| **PRODUCER/PARTNER** | **Provide a URL to the Dropbox folder for logos here** |
|  | **URL** |
|  |  |

## SOCIAL MEDIA

*List your social media address links.*

|  |  |
| --- | --- |
| **Twitter** | **X** |
| **Facebook** | **X** |
| **Website** | **X** |
| **Other** | **X** |

1. **Touring Party**

Please provide details below for each members of your touring party (performers and crew).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  |  |  |  |  |
| **Role** |  |  |  |  |  |
| **Mobile** |  |  |  |  |  |
| **Address** |  |  |  |  |  |
| **State** |  |  |  |  |  |
| **Full Driver’s License** | *i.e. Yes/No* |  |  |  |  |
| **Preferred Pronouns** |  |  |  |  |  |
| **Access Requirements** | *i.e. Yes, details or N/A* |  |  |  |  |

1. **Indicate your tour availability**Indicate your availability:  
   Term 1 Term2 Term 3 Term 4 Available all 2021
2. **Indicate your tour availability**Indicate any days, times or months you will **not** be available in 2021
3. **Presentation and Touring History**If the project has been presented previously, please give up to five examples of your most recent history including presenting organisation and year.

**X**

1. **Can we view your production/engagement live before mid-July 2022**Dates Venue
2. **Current Driver's License**Regional Arts Victoria recommends that 2 people in your touring party have their full Australian driver's license and at least 1 be over 21 years of age to share the load of driving. Each touring party must have 1 driver who meets these requirements for car hire and insurance purposes.

Do you have 2 people in the touring party to hold a current full driver's license and 1 who is over 21?

**TECHNICAL SPECIFICATIONS**

1. **Duration and capacity of main offering:**Please fill in approx. number of minutes.

Bump in time

Performance Duration/Presentation Delivery time  
Q&A time (if included)

Min. break between bump in/performance

Minimum break required between performances/presentations  
Bump out time  
Pre show talk time (if applicable)  
Maximum number of students

1. **Duration and capacity of additional offering**

Bump in time

Performance Duration/Presentation Delivery time  
Q&A time (if included)

Min. break between bump in/performance

Minimum break required between performances/presentations  
Bump out time  
Pre show talk time (if applicable)  
Maximum number of students

1. **Venue requirements**

Arts & Education programming generally should be adaptable to a wide variety of spaces, as not all venues will have theatres.   
  
Minimum Performance/workshop space required? (In metres)

Depth  
Width  
Height

1. **Student seating preference**

End-on  
Traverse  
Raised stage  
In the round  
Tables and chairs required  
Other

1. **Types of venues/spaces this work can be delivered in**

All Types  
Gym  
General Purpose Room/Hall  
Blackbox/Theatre  
Outdoor space  
Other

1. **Flooring types this work CANNOT be performed on**

Carpet  
Sprung  
Elevated staging  
Wood  
Asphalt  
Concrete  
Other

1. **Additional room requirements (tick all applicable that you would not supply)**

Data projector  
Darkened room  
Full blackout  
Projector screen  
Internet access  
Power point access  
PA system  
Lighting  
Access to sink/tap  
Whiteboard  
Other

1. **Additional comments regarding venue requirements**
2. **What are you touring with?**Please advise all other elements that you tour with for this project and the vehicle required to tour with. Any costs associated with the hire or purchase of these elements should be factored into your show fee (Fees to be completed in next section).

**FEES**

Please note: The Arts & Education program **does not**cover remount fees, as we expect our touring shows and workshops to be ready to go. Do not include vehicle hire, petrol, accommodation, meals and incidentals or LAHA in your fees, these costs are covered by Regional Arts Victoria when you are on the road.

1. **Weekly Fee:**Please outline your weekly fee which includes artist and crew fees, material costs, hire costs if relevant, and any miscellaneous costs for ***one week.*** Note - five day school week is standard.   
     
   Total weekly artist fee:

1. **Once Off Fee:**How much does your company expect to be paid for one off workshops/performances?Please outline your one off workshops/performance fee which includes artist and crew fees, material costs, hire costs if relevant, and any miscellaneous costs.

Keep in mind the On Call program passes touring costs on to the hirer (school/venue)The once off fee is applicable to the On Call part of the program.   
  
Total Per Engagement Fee:

**SUPPORT MATERIALS**

The following documents are to be supplied to Regional Arts Victoria via an external file storage platform (Dropbox). Please go through the list carefully and ensure that you have included all documents required. **Any documents added or amended after the submissions closing date will not be considered in your application. Incomplete applications will not be considered.**

**Please supply the Dropbox link to your support material**



**Public Liability Insurance**  
*Please provide a scanned version of your Public Liability Insurance certificate. Public Liability Insurance is vital for your company to tour. If you are unsure about this process please contact us on 03 9644 1800*

My Public Liability Insurance certificate is uploaded in the above Dropbox link

**Working with Children's Check***WWC's are vital for each member of the touring party before participating in any Arts & Education programs. If you are unsure about this process please contact our Arts & Education Manager, Pippin, on 03 9644 1808*

Scanned WWC/s or VIT registration (both front and back) uploaded in the above Dropbox link

**Support Material***Any additional historical/ideological background information or research that fleshes out the content of the performance/workshop. Include any other relevant images that inform the work- ensure to credit all images.*

All additional support material is uploaded in the above Dropbox link (if applicable)

**Thank you for your Expression of Interest for Regional Arts Victoria's Arts & Education program.**

**Questions regarding the Arts & Education Program should be directed to:**

**Pippin Davies  
Senior Manager, Arts & Education**[pdavies@rav.net.au](mailto:pdavies@rav.net.au) **03 9644 1808 or 0427 211 123**

TIMELINE: **Tuesday 27 April 9am - Expressions of Interest Open  
Tuesday 25 May 12pm - Expressions of Interest Close  
Friday 9 July – Applicants notified  
Tuesday 10 August – 2022 Arts & Education program launched**