



# PITCHING INFORMATION

# THE SUSU PERFORMING ARTS NUFFIELD SHOW

2016

the Nuffield  
southampton



## HISTORY

For over 30 years SUSU Performing Arts have been allocated one show week per year in the Nuffield Theatre. This usually occurs at the beginning of second semester (Feb/March) and until recently it operated on a three year cycle between Theatre Group, Showstoppers and LOpSoc. (The rotation has also previously included The Medics Revue).

The venue has a maximum capacity of 482 (which reduces to 426 with one forestage in use, or 381 with two forestages in use).

Previously each society individually allocated a show to the slot, however with Performing Arts growing, Performing Arts Committee believe that every society and every member should have a chance to pitch for the Nuffield every year.



## THE PROCESS

### Selection Process:

The Nuffield Show will be selected by a Panel comprising of all of the voting members of Performing Arts Committee (excluding members who are on pitching teams).

There will always be a representative from Dance, Theatrical, Music and StageSoc. However if the Events, Finance Marketing or Web Officers are affiliated to a pitch team, their voting position will not be replaced.

The Performing Arts Officer will always avoid being affiliated to a pitch team, however if they are, Vice-President Creative Industries and Democracy will take their place in chairing the meeting.

We will also invite up to three consultants, external to Performing Arts Committee to help advise the Committee when reaching a decision. They will not have a vote, but will have a chance to talk to committee before and after pitches, to provide insights.

These will change each year depending on Union structure etc. but could contain:

- A member of Nuffield Staff.
- A member of the Senior Leadership Team of SUSU.



### Timings:

Written Pitches: Friday 1<sup>st</sup> May 2015 at 24.00pm emailed to [secretary@susuperformingarts.org](mailto:secretary@susuperformingarts.org)

A list will be published on the Performing Arts Facebook group, on Saturday 2<sup>nd</sup> May containing the performances which have been pitched. From this date onwards you can request a copy of a pitch by emailing [secretary@susuperformingarts.org](mailto:secretary@susuperformingarts.org).

Pitch Meeting: Wednesday 6<sup>th</sup> May 2015. Time and venue will be advised in due course.

Announcement: Immediately after pitches, initially to the pitches separately, then to all those who have remained afterwards.



## Pitching:

The Pitch will consist of two parts written and verbal:

We suggest that the written pitch is 1000-3000 words long, but that there can be as many appendices as desired, and it should include:

- An explanation the show
- An outline of the marketing scheme
- A provisional budget
- Technical requirements

The verbal will include:

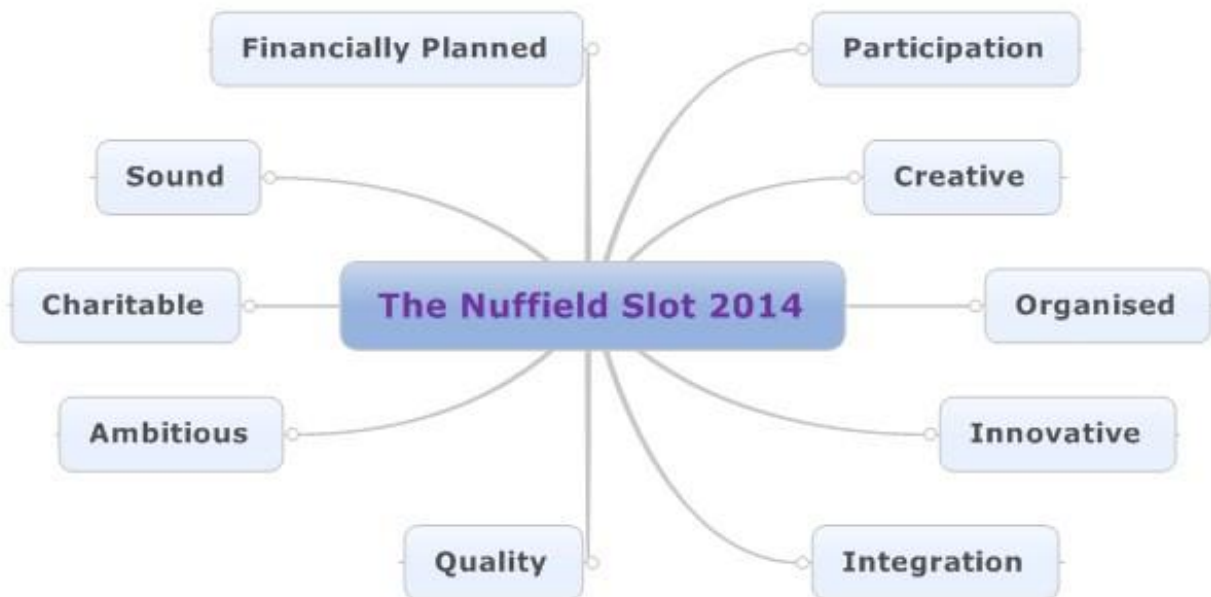
- A 10 minunte verbal presentation of the written proposal
- The opportunity for the panel to ask questions to the Production Team for up to 30 minutes

The pitch meeting will be open to all members with a Performing Arts card; however questions will not be taken from the floor. Instead all questions must be submitted to the individual's relevant representative (aka Dance, Theatrical, Music or StageSoc) by on Wednesday 6<sup>th</sup> May, time TBC (contact details can be found at the end of this document).



**Selection Criteria:**

Inspiration and ideas can be drawn from, but is not limited to:





## THE TRANSITION

Performing Arts committee recognise that at present some groups of students will not have experience in preparing and pitching for performances in venues of this size. Due to this support will be offered from the relevant committee members:

- For general pitching support please contact the Performing Arts Officer.
- For financial and budgetary support please contact the Performing Arts Finance Officer.
- For marketing support please contact the Performing Arts Marketing Officer.
- For technical advice please contact the Performing Arts StageSoc Representative.

All details and discussions surrounding your pitch shall be kept confidential between the Performing Arts Committee until after the publication of the show pitches list.



## **ADDITIONAL INFORMATION**

### **Websites:**

Performing Arts Website: [www.perform.susu.org](http://www.perform.susu.org)

Nuffield Theatre's Website: [www.nuffieldtheatre.co.uk](http://www.nuffieldtheatre.co.uk)

### **Financial Support:**

Financial support is available from Performing Arts Committee and SUSU through the Underwritten System. Details can be found in the Resources Section of the Performing Arts Website





## Hire Charges:

Below are the standard hire terms for the Nuffield Theatre

### Standard terms (wef 1 April 2013)

	Fees	Electrics staff included in fee	Stage staff included in fee	Marketing included in fee	FOH staff included in fee
<b>Sunday or weekday technical/get in day</b>	<b>£710</b>	1 person (for max of 8 hours)	1 person (for max of 8 hours)		
<b>Weekday performance</b>	<b>£895-£1025</b>	1 person (for max of 8 hours)	1 person (for max of 8 hours)	Tickets sold at BO/online FOH display of leaflets & posters	Duty Manager, 5 Ushers, for performance
<b>Sunday performance</b>	<b>£1025</b>	1 person (for max of 8 hours)	1 person (for max of 8 hours)	Tickets sold at BO/online FOH display of leaflets & posters	Duty Manager, 5 Ushers, for performance

**Value Added Tax will be added to the portion of the fee representing Staff/Services (currently 40% of the Fees) and to the total of any other charges.**

<b>AUDITORIUM HIRE*</b>	<b>Cost</b>
*includes staff costs (two technicians plus front of house staff)	
<b>Per day: 0900 - 2300</b>	
Weekday Technical Only (no performance)	£ 710.00
Monday/Tuesday	£ 895.00
Wednesday/Thursday	£ 1000.00
Friday/Saturday	£ 1150.00
Sunday Technical Only (no performance)	£ 1000.00
Sunday	£ 1250.00
<b>Per week:</b>	
Week - Monday to Saturday (5 days)	£ 5000.00
Additional cost - Bank holiday and/or 6th day	£ 400.00
<b>Per session: 0900 - 1400, 1300 - 1800, or 1800 - 2300 (5 hours)</b>	



Monday/Tuesday	£	290.00
Wednesday/Thursday	£	352.00
Friday/Saturday/Sunday	£	403.00
Extra hour	£	72.00
<b>Nuffield Kitchen</b>		
Per session (5 hours)	£	TBC
Per hour	£	TBC
Lunch hire	£	TBC
Post show hire	£	TBC
Post show parties	£	TBC
<b>Studio 2</b>		
Party (max. 60)	£	TBC
Per hour	£	TBC



**Contact Details:**

Pitch Applications should be emailed to: [secretary@susuperformingarts.org](mailto:secretary@susuperformingarts.org)

<u>Position</u>	<u>Email</u>	<u>Name</u>
Performing Arts Officer	<a href="mailto:officer@susuperformingarts.org">officer@susuperformingarts.org</a>	Anna Kent-Muller
Performing Arts Secretary	<a href="mailto:secretary@susuperformingarts.org">secretary@susuperformingarts.org</a>	Rosie Miller
Performing Arts Finance Officer	<a href="mailto:finance@susuperformingarts.org">finance@susuperformingarts.org</a>	Nina Cherian
Performing Arts Facilities Officer	<a href="mailto:facilities@susuperformingarts.org">facilities@susuperformingarts.org</a>	Nathan Clements
Performing Arts Events and Publicity Officer	<a href="mailto:events@susuperformingarts.org">events@susuperformingarts.org</a>	Caitlin Hobbs
Performing Arts Web Officer	<a href="mailto:web@susuperformingarts.org">web@susuperformingarts.org</a>	Robin Johnson
Dance Societies Representative	<a href="mailto:dance@susuperformingarts.org">dance@susuperformingarts.org</a>	Nikki Larcombe
Theatrical Societies Representative	<a href="mailto:theatrical@susuperformingarts.org">theatrical@susuperformingarts.org</a>	Jed Marshall
Music Societies Representative	<a href="mailto:music@susuperformingarts.org">music@susuperformingarts.org</a>	Richard Fisher
StageSoc Representative	<a href="mailto:StageSoc@susuperformingarts.org">StageSoc@susuperformingarts.org</a>	Catherine Hyde



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Southampton  
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SUSU stands for *University of Southampton Students' Union*.

Version 1.2

All details contained in this document are correct at the time of distribution. For the most up to date version of this document please visit the Resources section of the Performing Arts website.