



**MILANO OFF FRINGE FESTIVAL - 5th Edition  
SEPTEMBER 25TH / OCTOBER 8TH 2023**

**ARTIST APPLICATION GUIDELINES / MI OFF 23**

**MILANO OFF FRINGE FESTIVAL 23** will take place in the city of Milan, with theaters and performance spaces hosting innovative productions and artistic projects from national and international “off” fringe circuits.

The Artist Application for the  
5TH MILANO OFF FRINGE FESTIVAL (MI OFF 23) can be submitted  
**exclusively ONLINE through the appropriate form, found at the following link:**

[www.milanooff.com/en/invia-bando](http://www.milanooff.com/en/invia-bando)

To be considered, the application must be  
**completely filled out and accompanied by all of the requested documents.**

Applications can be sent in  
**before and no later than 23:59 on Thursday, April 27th 2023.**

Applications submitted for the MILANO OFF FRINGE FESTIVAL 2023 are also eligible for  
participation in

**CATANIA OFF FRINGE FESTIVAL 2023:**

**by ticking the appropriate box at the end of the online registration form**  
and paying a singular application fee of €15, applications will also  
automatically be considered for participation in the Catania Off Fringe Festival.

The CATANIA OFF FRINGE FESTIVAL will be held in Catania from October 16th to 29th, 2023.

**N.B. - Compilation and submission of the MI OFF 23 Artists Application constitutes automatic  
acceptance of the APPLICATION GUIDELINES contained in this document.**



## ARTISTI APPLICATION FOR MILANO OFF FRINGE FESTIVAL 2023 – 5th Edition

### APPLICATION GUIDELINES

#### 1) ONLINE ARTIST APPLICATION

1.1 The Artist Application for the 5TH MILANO OFF FRINGE FESTIVAL (MI OFF 23) can be compiled and **submitted exclusively ONLINE through the appropriate form, found at the link: [www.milanooff.com/en/invia-bando](http://www.milanooff.com/en/invia-bando)**. The form is available in Italian and in English.

1.2 Applications must be **completely filled out and accompanied by all of the requested documents to be considered, including the payment receipt/Paypal confirmation of the 15€ application fee.**

1.3 Applications must be submitted **before and no later than 23:59 on Thursday, April 27th 2023.**

1.4 Any information and/or further documentation provided after submission of the application form must be sent via email to **bando@milanooff.com**, referring to the **unique protocol number** assigned to each application.

#### APPLICATIONS CONSIDERED COMPLETE WILL INCLUDE:

1. Title and complete info on the proposed production;
2. Presentation of the production (maximum 1 page);
3. A short synopsis (up to 800 characters);
4. A minimum of three high-resolution production photos (300 dpi) in the following dimensions:
  - 1 JPG photo 320 x 320 px (in square format, to be used by the ticketing software, on social media and in the brochure)
  - 2 JPG photos 1280 x 720 px (in 16:9 format to be used on our website)
5. The genre of the proposed production (defined by the categories in **point 2**)
6. Credits and general info (length, artist(s), director(s), authors(s), production company, etc.);
7. Links to both a trailer and full video of the show, or alternatively a video of rehearsal if the production is still in development;
8. SIAE registration codes if the text and/or music is registered under Italian Copyright Law, or a SIAE exemption declaration if the author of the text and/or music is not registered by SIAE or covered by Italian Copyright Law in any way;

9. Technical specifications of the production, describing both the minimum indispensable requirements for production and any additional, optional specifications;
10. Detailed information on the company/artist, and contact details for the person of reference;
11. Bio and resume of the artist(s)/company with links to website and/or social media accounts;
12. List including name and role of everyone affiliated who will participate in the festival;
13. Authorization for data use and processing;
14. Declaration of ability to produce INPS / EX ENPALS certificates, or for a non-Italian company an equivalent work certification;
15. Acceptance of all regulations specified in MI OFF guidelines.

## **REQUIRED ATTACHED DOCUMENTS**

1. Technical Specifications of the production;
2. Script (in pdf format);
3. Testo in inglese (consigliato);
4. If available, any press reviews of the proposed production and/or of the company/artist(s);
5. Payment receipt of the application fee covering membership and preliminary costs for each proposed show of € 15.00 (via PayPal or bank transfer).

## **2) ACCEPTED GENRES AND CATEGORIES**

MI OFF 23 will accept productions from a variety of performative categories which are part of both the national and international fringe theater scene.

Productions belonging to the following genres will be admitted to the festival:

- **PLAYS (CONTEMPORARY PIECES, REVISITATIONS OF CLASSICS, COMEDY, DRAMA, ABSTRACT, DRAMEDY )**
- **MONOLOGUES AND STAND-UP COMEDY**
- **NEW MUSICALS, OPERETTAS AND OPERA "OFF"**
- **PHYSICAL THEATRE, CLOWNING, VISUAL THEATRE**
- **MUSICAL PERFORMANCES, "TEATRO CANZONE"**
- **DANCE THEATRE**
- **CHILDREN'S THEATRE**
- **MULTIMEDIA OR VISUAL PERFORMANCE**

## **3) VENUES, DATES AND TIMETABLES**

3.1 The admitted productions will be hosted in various venues participating in MI OFF 23 throughout the city of Milan, published on the "PERFORMANCE SPACES" page of our website at: [www.milanooff.com/en/i-luoghi](http://www.milanooff.com/en/i-luoghi).

**Each space will host one to three shows per day.**

3.2 Each production, selected by both the artistic direction of MI OFF 23 and the hosting venue, can decide whether to participate in either one or two weeks of the Festival, performing a total of **4 times per week (1 per day) from Thursday, September 28th to Sunday, October 1st, and/or from Thursday, October 5th to Sunday, October 8th 2023.**

3.3 **Each participating production will coordinate with their respective performance space on when to enter the venue and when to organize rehearsals, scheduled for Wednesday, September 27st and/or Wednesday, October 4th.**

3.4 Within each venue, the performances will rotate nightly, with each production performing at least once in each of the different time slots.

3.5 Productions will be scheduled within the following approximate time slots: **Afternoon: 17:00 - Sunset: 19:00 - Evening: 21:00.** Each performance space, however, can freely plan different times according to their organizational needs.

3.6 The Festival programming, including venue assignments and time slot rotations, will be defined by MI OFF 23 in coordination with the artistic directors of each participating performance space.

3.7 The timing of load-in and strike for each production will be coordinated directly with its performance space, taking into consideration the presence of other co-inhabiting productions; as a guide, each production will have a maximum of **2 hours total for the entire set-up, performance, and break-down each evening.**

3.8 The performances must be a **maximum of 80 minutes in length.**

3.9 Any timing differences with set-up, break-down and performance duration must be agreed in advance with the technical and artistic direction of both MI OFF 23 and the participating performance spaces.

3.10 Within 21 days of the submission deadline for the MI OFF 23 Artist Application, all Festival productions will be selected and assigned to their respective performance spaces.

#### **4) TERMS AND CONDITIONS FOR PROCESSING AND EVALUATION OF ARTIST APPLICATIONS**

4.1 Each company/individual entity may propose multiple productions with an application fee of **€15.00 per production** submitted, to cover preliminary organization, registration, and archiving costs.

4.2 Each proposal that has completed the €15.00 fee payment, even if not selected by the artistic committee to participate in this year's MI OFF 23 festival, will still enjoy the following:

- With the company/artist's consent, the proposed production will be published on a dedicated

page of our website [www.milanooff.com](http://www.milanooff.com), with links containing the application profile of each proposal. The page will remain online until the next edition of Milano Off Fringe Festival.

- Each production will receive **one digital MI OFF FIL CARD PRO**. The card will be in the name of the company/artist and will give 2 people access to all "OFF-OFF" events (both professional and non-professional) reserved for cardholders, as well as allow for reduced tickets (theatre operator price) for 2 people to all MI OFF 23 performances.

4.3 Individual artists or companies of any nationality can all participate in the Festival with performances in any language; Italian surtitles are preferred but not mandatory.

4.4. Productions can be both new works or previously published/performed works.

4.5 Show scripts attached to the application are accepted in **Italian, English, French and Spanish**. Any script in an alternative foreign language must also be provided in **Italian or English**, so as to allow a thorough and sufficient application review by the artistic committee. Since multiple theatre operators from abroad will be present at the festival, it is strongly recommended that the artists provide translation and a brief synopsis of the text in English, either at the time of registration or at any time before the performance.

## **5) SHOW SELECTION PROCESS**

5.1 The MI OFF 23 artistic committee will make a preliminary selection of received applications based on the following criteria: artistic value, respect for the submission deadline, compatibility of the production's technical specifications with the participating performance spaces, and overall completeness of the application and supplementary materials.

5.2 The artistic direction of the hosting space will be responsible for making the final choices on festival participation, and each venue will select productions based on their space's artistic and logistical needs. Artists will be notified of the final decisions and put into contact directly with the host space.

## **6) PARTICIPATION AGREEMENT PROTOCOLS AND FEES**

6.1 An email containing organizational details (the space, schedule, etc.) will be sent to each production admitted into the festival.

6.2 **Within 5 days of receiving the acceptance email**, the artists must return (always by email) the copy of either **a bank transfer or PayPal receipt of the participation fee payment**.

6.3 MIOFF 23 Participation Fees - contribution for organization, administration and promotion - are structured as follows:

**A. For productions hosted in performance spaces up to 50 seats, €50.00 for one week and**

**€100.00 for 2 weeks** (for each participating production and for 4 performances per week)

**B. For productions hosted in performance spaces up to 100 seats, € 75.00 for one week and €150.00 for 2 weeks** (for each participating production and for 4 performances per week)

**C. For productions hosted in performance spaces over 100 seats, € 100.00 for one week and €200.00 for 2 weeks** (for each participating production and for 4 performances per week)

6.4 For each selected production, the sum defined as above and in the Participation Agreement can be paid to **Milano Off Associazione Culturale** in the following ways:

- Online via PayPal
- By bank transfer: **IBAN IT 25 V 03589 01600 010570 667888**

With the following subject line:

*Contribution for participation in MILANO OFF FRINGE FESTIVAL 2023 for promotional, organizational and production expenses (specifying production title and the registration number).*

## **7) WITHDRAWAL**

7.1 All artists, from the moment they submit their MI OFF 23 Artist Application, **automatically agree to give their full and irrevocable availability to participate in the Festival for the indicated performance dates**, according to the conditions and terms described in these guidelines.

7.2 Productions that have applied for festival admission and who have paid the application fee, in the event they are no longer able to participate in MI OFF 23, can cancel their participation application **by and no later than the Artist Application deadline**. In this case, the €15.00 fee will not be refunded.

7.3 Productions selected to participate in MI OFF 23 who sign the Participation Agreement, in the event they are no longer able to participate in the festival for reasons not deemed to serious and unavoidable (such as health, bereavement, or natural disasters), will still be required to pay the participation fee as noted in article 6.

## **8) PAYMENT PERCENTAGES and CONDITIONS**

8.1 **Participation compensation is divided in the following way:**

**50% of proceeds**, net IVA and e presale tax.

8.2 The proceeds of each production will be certified by C1 SIAE models.

8.3 The total sum due to each production will be communicated within 30 days of the end of MI OFF 23, or alternatively at the conclusion of SIAE administrative procedures.

8.4 Productions are required to present a regular invoice or equivalent fiscal document valid for tax purposes of the sum due to them **no later than 10 days after the sum is communicated by Milano Off**. After this deadline and after three solicitations from MI OFF, due to the need of the Festival administration to proceed in the preparations of the final balance, the organization will no longer be able to proceed with the disbursement of funds and the production will be deprived of the right to receive the amount owed.

8.5 Payment of funds will take place within 15 days of receiving an invoice or equivalent document valid from the participating production.

8.6 In the event that Italian copyright expenses (SIAE) exceed the portion of proceeds earned by a production (referenced in 8.1), MI OFF 23 will send an invoice for any remaining fees, to be paid by the production within 15 days of receipt.

## **9) FULL, REDUCED, OPERATOR and SUBSCRIPTION TICKET PRICES**

9.19.1 Ticket costs to the general public can vary from **€15.00 (full)** to **€10.00 (reduced)** depending on the performance space.

9.2 MI OFF management reserves the right to apply price reductions, offer subscription packages and apply other discounts for up to 50% of the full entrance cost, as well as to provide courtesy tickets for Festival operators and artists equivalent to ticket taxes and not exceeding €5.00.

9.3 MI OFF 23 will offer packages/subscriptions for differing numbers of productions, to be chosen among all those scheduled, at a reduced cost.

9.4 Final admission and subscription prices will be specified in the Participation Agreement, signed with the individual productions and in agreement with the artistic direction of each hosting performance space.

9.5 All prices are listed with pre-sale fees already included, which are to be detracted from the price of individual tickets both online and at the box office, and to be counted in the final balance and compensation calculations.

## **10) ITALIAN COPYRIGHT (SIAE) – COSTS AND SERVICES – SIAE REPRESENTATIVE– TICKET SALES**

10.1 Each production is responsible for paying 50% of the associated Italian copyright fees (SIAE), which will be deducted from their final payment total.

10.2 Either MI OFF 23 or the individual performance spaces are responsible for the service and management of box office sales, the management of ticket sales, and the closing and cash balancing of C1 SIAE models for each individual performance.

10.3 **The box office will be centralized for all MI OFF 23 performances**, utilizing a single operating system which will be the sole manager of ticket sales for all events. A pre-sale fee of € 1.50 for each ticket purchase will be applied (even at the box office).

10.4 MI OFF 23 and the hosting performance spaces will activate ticket sales for each individual event, as well as the related cash closures with C1 forms, via an automated central ticketing system.

10.5 MI OFF 23 and the hosting performance spaces will provide staff to collect/check tickets at the door, unless otherwise agreed upon by the participating production.

10.6 MI OFF 23 and the hosting performance spaces will be responsible for all financial reporting of events held within the scope of the Festival, as well as responsible for dispersing the related payments to participating productions via the agreed upon method, percentage, and timeline.

## **11) AGIBILITÀ INPS/EX ENPALS (WORK CONTRIBUTIONS)**

**All productions are responsible for paying the work contributions required for actors and technicians for the duration of the performances**, and they will have to present their INPS/EX-ENPALS certifications (or a non-italian equivalent certification), to MI OFF 23 a minimum of 15 days prior to the Festival start date.

## **12) PROMOTION**

12.1 **MI OFF 23 guarantees marketing and promotion of the overall Festival through its own channels.** Festival promotion will include: flyers, posters, festival program, leaflets, a dedicated MI OFF app and website, radio spots, social network campaigns, press ads, and press office coverage.

12.2 However, this intervention must not be considered a substitute for the **promotional activities that both the artists and venues must be able to, through their own means, execute both before and throughout the duration of the Festival.**

12.3 All participating productions are strongly encouraged to participate in the daily activities held parallel to the performances, both within VILLAGE OFF and within spaces throughout the city organized for the "Off-Off " portion of the festival (such as panels, workshops and events), as well as various initiatives that MI OFF 23 intends to organize aimed at promoting both the festival in general and individual events (such as parades, flash mobs, and speed dates). Organization of parades, fashion shows and promotional events held both leading up to and during the days of the Festival will be communicated to all artists in advance, either via email or through the official WhatsApp communication group.

12.4 Specific discussion panels focusing on certain performance themes, including topics such as climate change, LGBTQ+ rights, and immigration may be organized. In the event a production fits a



specific theme, the artistic team of this production will be asked to participate to speak about their production

12.5 Any promotional material printed by individual productions **must bear the MI OFF 23 logo, as well as any other additional logos** previously communicated by MI OFF 23 at the time of admission.

12.6 In order to maximize the effectiveness of the promotional activities, artists are invited to coordinate with the press office of MI OFF 23. Before and during the Festival, artists are specifically encouraged to promote themselves through their personal press offices, through social media and/or in any other way they see fit (such as physical, autonomous distribution of flyers and promotional material). To this effect, MI OFF 23 will issue guidelines to the artists before the festival, specifying limits to promotional actions in accordance with local laws and regulations. Any legal action or fine issued from the violations of these laws and regulations are the complete responsibility of the artists which committed them.

12.7 Artists are encouraged to participate in all organization, communication, and coordination meetings organized by MI OFF 23 staff up until and throughout the festival.

12.8 It is highly recommended that companies participate in the opening day of the Festival, **held in September** (the specific date will be communicated through social and offline media).

### **13) TECHNICAL EQUIPMENT**

13.1 **Each performance space will provide its own audio/lighting equipment** available for use by the productions, as well as a general manager of the space for reference.

13.2 **Each production must have its own technical representative on site** who will follow the load-in, the performance and strike of their performance.

13.3 Each production will have a specified period of time for **set-up, performance and breakdown** (as indicated in point 3) for every performance.

13.4 The productions, when compatible with the structural and technical limits of the performance spaces assigned to them, may integrate additional technical equipment at their own expense. This must always take place in compliance with the time limits assigned for set-up, performance, and strike, and must be approved in advance with the technical and artistic direction of MI OFF 23 and the hosting venues.

13.5 In the days leading up to MI OFF 23, i.e. **Wednesday September 27th** and **Wednesday October 4th (depending on space availability)** each production will have access to their assigned performance space for a few hours for the purpose of set-up, lighting checks, and performing a technical run through of their production.

13.6 Productions will be assigned to their respective performance spaces accounting for their

technical requirements, as well as their compatibility with the other productions in the same venue, with the ultimate goal to reduce the time needed for set-up and break-down between performances as much as possible.

#### **14) HOSPITALITY**

14.1 The costs of travel, lodging, and expenses are the sole responsibility of the artists/company.

14.2 MI OFF 23 intends to launch an initiative to host its artists with the citizens and some institutions of the city of Milan. If this project receives a large number of participants, artists will be able to receive accommodation either for free or at symbolic prices.

In order to participate in this initiative, the HOSPITALITY registration form can be filled out on the website [www.milanooff.com/en/ospitalita](http://www.milanooff.com/en/ospitalita) in the **HOST AN ARTIST** section.

If the companies decide to stay in hotels or in BnBs, MI OFF 23 will propose a list of affiliated structures which can be booked directly through the respective structure ( listed in the HOSPITALITY section of the site [www.milanooff.com](http://www.milanooff.com)).

#### **15) JURY AND AWARDS**

15.1 MI OFF 23 will provide select productions chosen by a jury panel the ability to participate in partner festivals within the national and international fringe circuit, as well as in theatre seasons and workshops across the nation, detailed on the dedicated "Partners" page at [www.milanooff.com/en/partner](http://www.milanooff.com/en/partner).

15.2 Productions will be selected for these awards according to the preferences of separate jury groups, formed as follows:

**TECHNICAL JURY** – Composed of: the artistic direction of MI OFF 23, artistic directors of national and international theaters, actors, directors, nationally and internationally renowned theatre organizers, journalists, columnists and performing arts web bloggers;

**ONLINE AND LIVE JURY** – Made-up by popular vote, both online and by the audience present at the end of each performance;

**STUDENT JURY**- University and high school students will participate in a process of evaluation and selection of the shows through the "Students in the Jury" project.

15.3 The productions selected by the technical jury, who will take into account the preferences expressed by the web, live and student juries, will have the opportunity to participate in partner Festivals, theatre seasons and training courses under the conditions indicated on the Awards page <https://milanooff.com/en/premi-mioff>. Please note that the link will be continuously updated, as more partners may be added until the start of the Fringe. For anything not indicated on the website, winning companies may refer directly to the awarded Theater or Festival itself.

15.4 MI OFF 23 will communicate the decisions of the award selections to the chosen productions, nominated on the basis of the unquestionable judgment of the jury as referenced in art. 15.2. **Awards will be valid only for the edition indicated in the link in the previous paragraph, unless otherwise specifically agreed upon with the Festival.**

15.5 Each awarded company, having read the conditions proposed by the Festival, theatre season, or training course that will host the production, must confirm their acceptance of the award offer **no later than 7 days from the communication by MI OFF 23.**

15.6 In the event the artists fail to communicate their acceptance within the period indicated above, the prize will automatically be awarded to another company, based on prearranged jury ranking.

15.7 All artists agree to respect the choices of the jury, maintaining an appropriate ethical behavior in line with the spirit of healthy competition and refraining from any comments on or offline adverse to MI OFF and partner associations as per the MI OFF 23 Code of Ethics attached to these guidelines.