



Toyooka Theater Festival Executive Committee

2025.03.31 Updated

# Toyooka Theater Festival 2025

## Fringe [Selection] Application Guidelines

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Welcome to the festival where the entire region becomes a stage.

If we consider only conventional theatre performances, there are not enough theatres in Toyooka. In other words, there are few theatres equipped with high ceilings, catwalks, advanced lighting and sound systems, and non-slip mat is laid on the floor, and a well-equipped loading dock.

A few prominent theatres serve as venues for invited performances and official festival programs. Therefore, at the Toyooka Theatre Festival Fringe, many artists perform in unconventional spaces such as shrines, churches, cinemas, vacant house rooms, university classrooms, community centers, campsites, and other locations where performing arts are not typically staged.

Whether it's a small semi-outdoor stage preserved by the community for decades or a sandy beach overlooking the sea at night, any place can become a theatre if the artists envision it as one.

Work with our theatre festival coordinators to explore the possibilities of performing in an environment never used before.

Toyooka Theater Festival  
Producer/Coordinator  
MATSUOKA Taiki

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### **Features of Toyooka Theater Festival 2025 Fringe [Selection]**

- 1 The festival coordinator will provide support for venue selection, research related to the creation of the work, and local community matters.**
- 2 Two categories available: "Performance" and "Residency."**
- 3 Selected artists/companies will receive a production subsidy: "Performance": Up to 500,000 JPY**

"Residency": Up to 100,000 JPY

- 4 The festival will cover venue-related costs for designated venues ( Please refer to Appendix: Venue List attached at the end of this guideline).
- 5 Works will be introduced to festival stakeholders and theater professionals

## **【Overview】**

- **Eligible Period** : September 11 (Thu) – September 23 (Tue, National Holiday), 2025
- **Expected Number of Selected Artists/ Companies** : Approximately 10–15
- **Planned Venues** : Toyooka Theater Festival 2025 event area (Reference: <https://toyooka-theaterfestival.jp/en/area-venue/>)

## **【Application Categories】**

### ● **Performance**

Artists and companies who will perform in the designated area during the Toyooka Theater Festival 2025 period. Open to all genres, including theater, dance, music, visual arts, circus, cabaret, and variety performances.

### ● **Residency**

Artists and companies conducting fieldwork, residency creation, workshop, or sabbatical either before or during the festival period. If residency occurs beforehand, it is desirable to share a report on your activities, such as a talk event or a presentation during the festival.

## **【Eligibility Requirements】**

Applicants must meet the following criteria:

- (1) Must be able to communicate smoothly for project management and performance.
- (2) Must handle all production tasks, including on-site operations, PR, ticketing, and stage setup/stage strike.

(3) Agreement to the harassment guidelines set by the Toyooka Theater Festival Executive Committee. (The guidelines may be revised as necessary.)

Toyooka Theater Festival Harassment Prevention Guidelines:

[https://toyooka-theaterfestival.jp/wp-content/uploads/2024/03/harassment\\_prevention\\_guideline\\_en\\_2024.pdf](https://toyooka-theaterfestival.jp/wp-content/uploads/2024/03/harassment_prevention_guideline_en_2024.pdf)

## **【Application Process】**

Applications must be submitted via the below Google Form.

- Performance: <https://forms.gle/eYx82yr1hpBCyh3u9>
- Residency: <https://forms.gle/RJNSRPXadgmVrecCA>

The information required for the application is listed at the end of these guidelines.

## **【Selection Criteria】**

Toyooka Theater Festival will comprehensively evaluate applications based on:

- (1) Project Concept: Originality, compatibility with the venues, etc.
- (2) Independent Operation Structure: Feasibility, safety management, budget suitability (for those requesting the production subsidy offered from Toyooka Theater Festival), etc.
- (3) Community & Social Engagement: Approach to local, social, and environmental themes.

## **【Support For Participants】**

Performance: Up to 500,000 JPY in production subsidy.

Residency: Up to 100,000 JPY in production subsidy.

- Cannot be combined with Japanese government subsidies (If you are unsure, please contact us).
- The production subsidy amount is determined based on the project scale through an online review.
- Participants keep all revenue from ticket sales.
- The festival committee covers the cost for designated venues ( Please refer to Appendix: Venue List attached at the end of this guideline).

- Regarding venue selection, the festival coordinator will support the matching process by considering the artists' or companies' preferences, required venue conditions, and the concept of the project.
- If using a venue outside the candidate list, participants must cover the venue cost.
- The festival committee will assist with PR efforts and introduce works to festival producers, theater managers, and festival stakeholders.
- Artists/companies considering long-run performances (one week or spanning two weekends) may receive additional support, such as assistance with accommodation arrangements.

### **【Application Schedule】**

● **Application Period:** March 31 (Mon) – April 21 (Mon), 2025, 9:00 AM JST

(Only applications via the designated form are accepted.)

● **First Round Results (Document Screening):** Notification via email by April 30 (Wed), 2025

● **Second Round (Online Interview):** From May 1 (Thu), 2025, onward

● **Final Selection Announcement:** By the end of May 2025

● **Post-Selection Process:** Individual online coordination with festival staff

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### **【Important Notes】**

**Participants (artists/companies) are the primary organizers of their performances.**

Applying for both "Performance" and "Residency" is allowed, but cannot be combined within a single program. If you applied for both, either one will be accepted.

## **1. Operations**

- **Stage operation tasks**

\*Participants are responsible for the following stage operation tasks.

Participants must arrange the necessary staff for these tasks on their own.

- **Promotion, media, and PR**
  - Each participant is responsible for promoting their program.
  - The festival will introduce programs on its official website and social media, so please cooperate by providing images and other relevant information.
  - Whenever possible, please accommodate interviews and media coverage.
- **Ticket Management**
  - Participants are responsible for handling reservations, determining seating capacity, and managing all ticket-related matters.
  - Participants are free to set their ticket pricing (paid, free, or donation-based).
  - Some venues may not allow paid performances.
- **On-the-Day Operations**
  - Providing on-site guides or staff
  - Setup and operation of the reception (including clean-up)
  - Selling tickets at the venue on the day of the performance
- **Technical Operation**
  - Stage setup / stage strike
  - Participants are responsible for setting up and dismantling audience seating and the performance area.
  - Some venues may already have fixed seating available.
- **Stage Technical equipment hire**
  - Participants are, in principle, responsible for preparing and managing their stage equipment, including lighting, sound, and other necessary technical gear.
  - For outdoor performances, the festival committee will provide as much support as possible for audience seating, reception desks, signboards, festival flags, and nighttime guidance lights.

- If you wish to use fire, water, or other special effects as part of your performance, please consult with the fringe team in advance.

- **Venues**

- Based on the required venue conditions written in the application form, the final venue will be decided through discussions with the festival coordinator.
  - The cost to the venues varies from free to a specific amount.
  - The festival coordinator will provide you with the venue information, including the cost, after checking your performance requirements.
  - The expected maximum audience capacity is 100.
- A single venue may be shared by multiple participants. In such cases, the festival committee will coordinate the schedule for setup, rehearsals, performances, and stage breakdown.
- Depending on the venue, early morning, late-night rehearsals, performances, and setup may not be possible. For outdoor venues, volume restrictions may be enforced depending on the location.
- Some venues are located in areas where access without a car may be difficult.
- A coordinator will attend when participants first access the venue and when they leave the venue after the performance.
- Participants are required to restore the venue to its original condition upon departure.
- Certain venues may require the submission of fire safety documents to the local fire department. Participants will be expected to cooperate in preparing these documents.
- Please refer to the appendix at the end of this document about the example venues.

- **Complimentary tickets for festival and arts professionals**

- For both the main performances and dress rehearsals, we ask that you secure seats for related personnel, such as festival staff and arts

professionals. Please ensure a minimum of 3 to 5 seats per stage for main performances.

- **Archival photo and video documentation**
  - We may request permission for archival photo and video documentation during either the main performances or dress rehearsals.

## **2. Production Subsidy**

- **A subsidy of up to 500,000 yen for "Performance" and up to 100,000 yen for "Residence" per one participant artist/company is planned.**
  - The amount of support will be determined after the second round of screening (online interview).
- **In the case of cancellation of a performance due to force majeure, such as natural disasters**
  - A part or all of the production subsidy may be paid for alternative events, including online events, after consultation with the festival committee.
  - If the performance is canceled due to the participant's reasons, the production subsidy may be reduced or canceled.
- **Support from the Fringe Team for Program Operations**
  - If you wish to request staff hiring, accommodation, or transportation support, it may be possible to consult with the Fringe Team using the production subsidy, within the amount determined at the time of selection. However, the scope of support is limited to certain tasks, not all aspects of program operations.
- **Payment of the production subsidy**
  - You may be required to sign a contract and submit both an estimate and an invoice.
  - Payment will be made following the performance, based on the submitted invoice.

## **3. Transportation and Accommodation**

- **Participants are required to make their arrangements for accommodation and transportation.**
  - Accommodation options within the festival area (especially in the city center) are limited, so we recommend making reservations early.
- **Support from the Fringe Team**
  - If you wish to request accommodation or transportation support, it may be possible to consult with the Fringe Team using the production subsidy, within the amount determined at the time of selection.

#### 4. Visa and Travel Arrangements

- **Visa Arrangement**
  - Participants are responsible for managing the visa application process, including submitting the application and preparing the necessary documents. If there are any questions, please consult during the online interview after passing the document screening.
- **Invitation Letter**
  - If requested, the Toyooka Theatre Festival Executive Committee will issue.

#### 5. Others

- For other inquiries regarding the Fringe application, please contact us at the following address: [fringe@toyooka-theaterfestival.jp](mailto:fringe@toyooka-theaterfestival.jp) (Toyooka Theatre Festival Executive Committee, Fringe Team)
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#### **【Content of the Application form】**

The content of the application form is as follows:

1. Agreement to the Conditions for Participation in the Toyooka Theatre Festival 2025 Fringe [Selection]
2. Basic Information about the Artist/ the Company
  - Artist Name/ Company Name
  - Representative Name and Contact Information

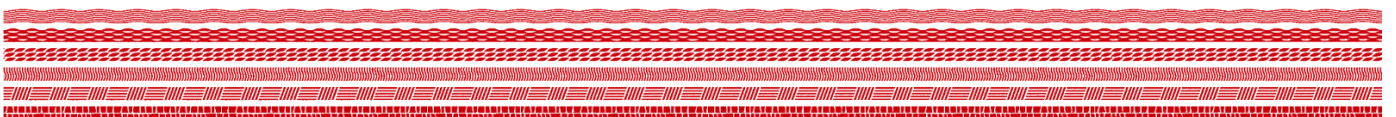


- Artist/Company Website and SNS URL
3. Preferred Performance/Residency Dates
  4. About the Project/Program/Residency Plan for Application
    - Title
    - The number of members expected to participate in the project/program
    - The proposal document (PDF format)
    - Required Venue/Residency Conditions
  5. Performance/Works/Artist activity history reference materials
  6. Planned transportation within the festival area
  7. Plan to use any subsidies other than the production subsidy offered by the Toyooka Theater Festival
    - Name of the subsidies you plan to use
    - Estimated application period and confirmation period of the above subsidy
  8. Budget plan and requested amount of the production subsidy (If you do not wish to apply for the production subsidy, no response is required.)
  9. Any additional comments or information
  10. Survey for Applicants

※Please note that your entries will not be saved until the form is submitted.

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\*Appendix: Venue List is below.



**Appendix: Venue List**

\*The venues listed here are only a part of the designated venues.



Catholic Toyooka Church



Toyooka Theater



Former Nashiki Ski Resort  
(Kyu Nashiki Ski Resort)



Blue Sea and Green Land Takeno



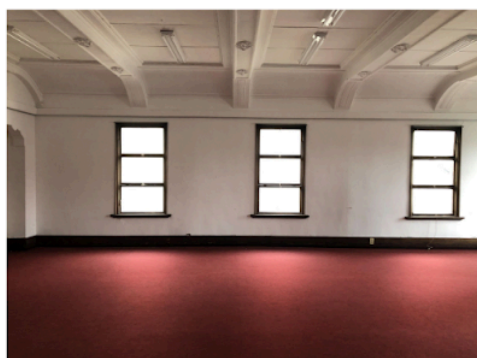
Oishi family housing  
(Oisike Jutaku)



Takenohama Beach  
(Takenohama Kaisuiyokujo)



Shopping Town Pair



Toyooka Art Gallery