



Touring the Performing Arts in Saskatchewan

I. Who Are the OSAC Presenters?

Community Presenters:

- OSAC community presenters are volunteers in communities that range in size from 400 to 200,000; the majority live in communities of less than 3,000.
- Every season, roughly 35 OSAC community presenters put on a series of three or more shows—*Stars for Saskatchewan* for adult audiences, or *Konzerts for Kids* for families/young audiences.
- Both series are presented in some communities.
- Some communities present single events during the season.

School Presenters:

- The Performing Arts in Schools program presents over 100 performances annually in urban, rural, and First Nations community schools.

II. What Types of Programs Does OSAC Present?

Stars for Saskatchewan

- High quality performances geared primarily for adults but are family friendly, usually 90 minutes in length (plus an intermission).
- Presentations can be of any performance discipline.

Konzerts for Kids

- High quality performances for families or children, usually 60 minutes in length (no intermission), that are scheduled for early evenings, weekend afternoons, or during school hours.
- Presentations can be of any performance discipline.

Performing Arts in Schools

- 50-60-minute school shows.
- Performers, representing a variety of disciplines, are selected for their artistic excellence and special ability to interact with and relate to student audiences.
- Shows presented provide the very best in educational, entertaining programming.
- Artists have study guides that further enhance the learning opportunity.

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III. Who is OSAC's Presenters Community Audiences?

- The OSAC audience is predominately more mature, but includes a wide range of ages of very passionate people with an appreciation for high quality live performances in communities both large and small throughout all areas of this great province. The audience size can range from 50 to 60 (in a community of 500 that represents 10% of the population!) to 800

IV. Who is OSAC's School Presenters Audiences?

- the age of the student audience depends upon the program being presented.
- some shows are recommended for elementary audiences, i.e. K-8
- some shows are recommended for high schools only
- some shows are recommended for K-12.

V. How Does OSAC Do Business?

Showcase

- Showcase is an annual, weekend conference usually held in mid - late October.
- Featured showcases include adult, children, and family performers in various disciplines.
- Arts council members and delegates watch the performances and then have the opportunity to talk to performers and managers in the contact room.
- At a members' only booking meeting held at Showcase, presenters work together to block book after choosing artists for their Stars for Saskatchewan and/or Koncerts for Kids series.
- The Performing Arts in Schools program has its own jury and selection committee which reviews applications in July. Booking information is sent to school presenters from the OSAC office.

VI. How Are Performers Chosen to Showcase?

- In January, showcase applications open using the website www.iwanttoshowcase.ca. Notification that applications are open are sent to performers, managers, and agents across Canada and beyond.
- Applications are submitted with video, audio, and press documentation.
- A Showcase Selection Committee reviews applications in early June.
- The committee makes their showcase selections based on a number of criteria, including quality, professionalism, marketability, and fee schedule.

VII. How Are Performers Chosen to Tour?

- A Price List of performers who want to tour Saskatchewan is compiled and distributed to OSAC presenters prior to Showcase.
- Presenters make their programming choices in the fall for the following year for the Stars for Saskatchewan and Koncerts for Kids series.
- Requests for tours are sent to the OSAC office where negotiations and tour coordination takes place (i.e., all tour dates and fees are finalized.)
- Showcasing is not a prerequisite for being booked for a Stars for Saskatchewan or Koncerts for Kids show or tour.
- The Performing Arts Coordinator acts as a liaison between presenters and performers and assists both with the presentation of a smooth performance or tour.
- OSAC contracts the performers on behalf of the presenters, for all performances.

- Once contracted, Presenters begin communicating directly with the performers to recommend accommodations, arrival times for load in, sound checks, etc.
- The OSAC office continues to provide assistance to presenters and performers to ensure a smooth presentation, whether for a single show or full tour.

How Are Performers Chosen to Tour in the Performing Arts in Schools Program?

- Showcasing is not a prerequisite to be selected for a Performing Arts in Schools tour.
- Applications to tour for the Performing Arts in Schools are sent to performers, managers, and agents in April.
- Applications are submitted with a link to an on-line video clip, study guide with curriculum links, letters of support and press documentation.
- A Performing Arts in Schools Selection Committee reviews applications and support material.
- The committee makes tour selections for the following year based on quality of performance, ability of the artist to connect with a young audience, fees, curriculum links and educational content, and entertainment value.
- OSAC contracts the performer, prints promotional information that is distributed to schools across the province, coordinates the bookings, and routes the tours.
- Artists do not need to communicate directly with the schools.

VIII. What Does OSAC Provide for Performers?

- Performers enjoy the OSAC block booking system for the following benefits:
- A network of presenters.
- One contact person means significant savings in expense and time.
- Tours are routed logically with regard to travel and dates.
- Free listing in the annual Price List which is circulated to all presenters.
- Free listing available in our Online Performer Directory

IX. What Does this Service Cost Performers?

- A commission of 5% to a maximum of \$150.00 plus GST per Stars for Saskatchewan and Koncerts for Kids performance is charged to performers for the block booking service.
- Saskatchewan performers are exempt from this fee.
- There is no commission charged to Performing Arts in Schools touring artists.

Questions?

Visit our Website www.osac.ca

Or give OSAC a call and we'll be happy to answer:

Performing Arts Coordinators:

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Surprise Free Touring Tips Compiled as a Result of Discussions With Presenters

I. Performance Fees

Stars for Saskatchewan and Koncerts for Kids

- Presenters like to know the whole picture before they book a performance.
- It is advisable to calculate a price that includes everything—no add-ons for meals, accommodations, transportation and tech.
- It is very unsettling to be informed of extra costs in riders at the contracting stage.
- All information regarding hospitality and technical requirements should be made known at the Price List stage rather than later.
- It is OSAC's policy to charge the same price to all presenters for performances, regardless of community size or location or size of venue.

Performing Arts in Schools

- Fees quoted for Performing Arts in Schools School tours must be per performance and include travel and accommodations.
- Two performances will be scheduled each school day.

II. Exclusivity

- An exclusivity clause is included in the contract for all performers.
- Performers may not accept dates with other Saskatchewan organizations for 60 days prior to and sixty days after an OSAC tour unless prior approval is given for the following reasons:
- This avoids overexposure of performers in areas with small audience bases. The clause may be waived in special circumstances, but permission must be obtained in advance from OSAC.
- Problems have even occurred when performers' book shows outside the exclusivity time frame in a community.
- The onus is on the performer to consider the size of the town and the consequences of booking another show, which may seriously damage the relationship with the arts council (especially if they discover that the price is lower!) or make for a poorly attended event.

III. Publicity and Promotional Materials

- As stated in the OSAC contract, promotional materials must be sent to presenters and the OSAC office 7 weeks prior to the first date of the tour.
- Presenters require the materials in their hands at that time to initiate strong promotional campaigns that far in advance.
- We always request flyers and posters, although we know that perhaps one or the other is not available.

- If this is the case, it is best to let OSAC know so that presenters are not looking for materials that do not exist.
- Requests for these materials are individualized on the contract so that an appropriate number can be sent to each arts council according to its needs.
- The performer incurs the cost of shipping materials directly to the communities.
- Digital files can be sent directly to the OSAC Performing Arts Coordinator for distribution to our presenters.
- Promotional materials for Performing Arts in Schools tours are required approximately 10 months in advance of the tour.
- Brochures, printed at OSAC's expense, are e-mailed and faxed to schools, schools divisions and arts councils throughout the province in September (for spring tours) and February (for fall tours) to promote Performing Arts in Schools.
- School tours packages including an information sheet, study guide, schedule and invoice are sent approximately five weeks prior to the start of a Performing Arts in Schools tour.

IV. Hotels

- As you may have heard, the Saskatchewan economy is among the hottest in Canada. Make your reservations early. OSAC will provide touring artists with a Saskatchewan accommodation guide to assist with booking hotels/motels. If you prefer, there are also a number of Bed and Breakfasts throughout the province.
- Presenters will book accommodations (at performer's expense).
- Presenters have been burned when they are asked to guarantee the reservation and performers change plans at the last moment and move on to the next town.
- If presenters have been involved in helping with the arrangements, it is imperative that performers let them know of any change in plans as soon as possible.
- In some communities, poor relationships between presenters and their local hotels have resulted from the carelessness of performers.

V. Pre-Performance Calls (Advancing)

- All arts council members are volunteers, and it is sometimes difficult to reach them.
- Give yourself lots of lead-time to accomplish these calls, which are crucial to ensure a smooth set up and performance.
- If you require help to unload and set up (the arts council will be made aware of this at the booking stage) it is necessary to still call two weeks in advance so that presenters can organize a team for you. Youth in the community can be a great asset for load in and set up!!
- Please arrive at the agreed-upon time—or call if you will be late or need to reschedule the arrival time. Many presenters have to pay for the help and care-taking staff and can find it frustrating if the time they are paying for is not used.
- If your group produces a tour book, please send a copy to the OSAC office so that we can get in touch with the performers on the road, should the need arise.
- Performing Arts in Schools performers do not need to call each school in advance, but it is a courtesy. Once the tour is underway, many performers call ahead to confirm arrival time or billets, but the OSAC office handles all scheduling.

VI. Technical Requirements

- Performance spaces vary greatly in the province. Some are very well equipped while others operate with only minimal equipment.
- If there are basic requirements and standards on which you are unable to compromise, it may be necessary for you to bring your own equipment on tour in order to maintain a level of performance that is satisfactory.
- Rental equipment is not always available in small communities.
- Performing Arts in Schools school tours must be very portable with minimal technical requirements and set up time.

VII. Sound Complaints

- This is an area of great concern for community presenters.
- In some instances, venues will be difficult to play because of poor acoustics.
- Presenters know their audiences' preferences for volume levels...please take the time to talk with them about their concerns, sometimes past experiences can make them overly concerned. Ultimately, it is about producing high quality sound, not volume.
- It is in the best interests of performers to consider seriously all requests to improve sound quality and/or adjust the volume as needed.

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VIII. OSAC Booking Cycle

January	Applications to showcase in October for touring commencing the following year (Sep-Jun) are open to performers, agents, and managers using www.iwanttoshowcase.ca
March	<p>Contract details for <i>Stars for Saskatchewan</i> and <i>Konzerts for Kids</i> tours in the coming season (Sep-Jun) are discussed and finalized.</p> <p>Brochure and Poster production begins for <i>Stars for Saskatchewan</i> shows in the coming season.</p> <p>Brochures for Fall <i>Performing Arts in Schools</i> tours are e-mailed and faxed to schools, school divisions and arts council contacts.</p>
May	<p>Deadline to apply to <i>Showcase</i>.</p> <p>Mid-month application deadline for <i>Performing Arts in Schools</i> fall tours.</p>
June	<p>First of the month application deadline for <i>Performing Arts in Schools</i> tours.</p> <p>Contracting of performers for <i>Stars for Saskatchewan</i> and <i>Konzerts for Kids</i> tours in coming season (Sep-Jun) is completed.</p> <p>Performers chosen by Showcase Selection Committee for fall showcase conference.</p>
July	Performers chosen by Performing Arts in Schools Selection Committee for next year's school tours.
August	Price List deadline for season 12 months away.
September	<p>Early bird registration deadline for <i>Showcase</i>.</p> <p>Brochures for spring <i>Performing Arts in Schools</i> tours are e-mailed and Faxed to schools, school divisions and arts council contacts.</p>
October	<p><i>Showcase</i> usually held in late October or early November.</p> <p>Maximum of 16 showcases for season 10 months away.</p> <p>Booking Meeting held at <i>Showcase</i>.</p>
November	<p>Deadline (30th) for presenters to finalize programming for season that starts in September of the following year.</p> <p>End of month deadline for schools to book <i>Performing Arts in Schools</i> spring tours.</p>

December Booking and negotiations begin.

January Applications for next year's *Showcase* sent out—cycle begins anew.

IX. Sample for Calculation of Fee Structure

- It is OSAC's policy to present performers in each community at the same price.
- The following is an example of a possible tour routing and calculation of travel costs you should include in your fee:

Starting in Regina and travelling to:

Estevan	204 km
Yorkton	258 km
La Ronge	629 km
Battlefords	442 km
Swift Current	304 km
Regina	245 km
Total	2082 km

@ \$.35/km with 5 communities sharing the cost, the cost per presenter is approx. \$146.00

- Accommodation and per diem costs must be pro-rated on a per arts council basis as well.
- In the case of the above routing, it may be necessary to spend an extra night on the road because of the distance from Yorkton to La Ronge.
- Obviously, the fees need to be set before the tour is actually booked; performers from outside the province should include the cost of getting to Saskatchewan as well.
- Many other variables have to be considered: number of vehicles, type of vehicle, etc. There is a fair bit of estimating involved.
- Rental of any equipment must be included in the fee. Equipment that is readily available in large centres may not be available in small rural communities. It is advisable for performers to obtain these items themselves.
- OSAC's fee schedule is based on a price per performance for 1 show, 2- 3 shows, 4-7 shows, and 8+ shows, with a significant reduction in cost expected for more bookings.
- Once the fee has been set and presenters have booked based on that information, it is impossible to increase the amount.
- Remember that OSAC provides one contact person for you so that your time and telephone and postal costs are reduced.
- Tours are tightly routed to maximize efficiency and can include the performer (and union) preferences for number of days off and distances traveled per day.

November 23, 2020

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7 Things to Make Your OSAC Tour a Success!

1. Time Zones: Saskatchewan does not observe Daylight Savings. We never change our clocks!

This means that as of the second Sunday in March we observe Mountain Standard Time (same time zone as Alberta) and as of the first Sunday in November we observe Central Standard Time (same time zone as Manitoba). This can be confusing, there are handy mobile apps to help you out.

2. Roads and travel conditions: Please don't blindly trust Google Maps or your GPS! GPS units have been known to be very inaccurate in rural Saskatchewan. Road Construction and winter travel conditions can also throw you off track in a big way!

Road Condition info is available at:

- Saskatoon and area: 1-306-933-8333
- Regina and area: 1-306-787-7623
- SaskTel cell network: *ROAD
- Toll-free across Canada: 1-888-335-7623
- Road Conditions Website: <http://hotline.gov.sk.ca/map/en.html>
- Road Conditions for your phone: http://mhotline.gov.sk.ca/mobile_report.html
- **Please discuss best travel routes with the Arts Council member prior to departing to the next location to avoid construction, bad roads etc.**

3. Cell Phone Coverage: Sasktel and TELUS have by far the best cell coverage in Saskatchewan. If you have another carrier you may run into areas where you do not have reception. Check your carrier's coverage map. If you do not have coverage you may want to consider buying temp coverage on the Sasktel or TELUS networks.

4. Consumables: Many OSAC communities are in smaller rural centres. Access to music shops most likely will not exist. Be sure to bring enough picks, strings, sticks and other consumables for your tour.

5. Accommodations: Book early! As the Saskatchewan economy has continued its boom, hotel room availability has become a big issue. We suggest booking rooms as soon as your dates are confirmed.

6. Gas and Food: Rural gas stations and restaurants may not be open past 5:00pm! Gas up and arrange for post show food prior to your performance.

7. SOCAN: OSAC strives to be 100% SOCAN compliant. Be sure to submit your Notification of Live Performance Forms to SOCAN.

Performing Arts Coordinators:

**Showcase, Stars for Saskatchewan
& Koncerts for Kids**
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