OUTSKIRTS INFORMATION PACK

INDEPENDENTLY PRODUCED
EVENT SERIES
WINTER PRIDE 2022

info@pridepledge.co.nz
Wwinterpride.co.nz
South Pacific Pride Ltd. T/A Winter Pride

Welcome to OUTskirts!

A series of independently produced, official Winter Pride events, occurring as part of our exciting 2022 programme.

We're launching OUTskirts this year as a way to welcome and include more events in the festival, to add variety and uniqueness to our event selection. We want to encourage both local and national LGBTTQI+ producers to upskill, create great work and be a part of an awesome festival.

So, if you've got producing chops and a great idea - OUTskirts could be for you! Whether it's drag, comedy, dance, theatre, burlesque, we want to know what's OUT there!

Please read the following information carefully.
We can't wait to work with you.

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HOW OUTSKIRTS WORKS

APPLY: If you're interested, please apply to be part of OUTskirts using the Survey Monkey application form on our website. The deadline for submissions is May 2nd 2022. At this stage we're just asking for your concept, and some evidence of producing experience.

GET ACCEPTED: By May 16th at the latest, we'll let you know if your idea has been provisionally accepted. This means we're keen to have you in the OUTskirts series, but there's a chance we'll still need to hammer out or change some of the details with you for your event to be ultimately hosted with us.

CREATE & SUBMIT: From here, we ask that you get to work on your event, lock in all the details, and submit that event information to our event submission form, which will be sent to you in advance. This info is due by June 27th at the latest.

The info we need in your submission are:

- The name of your event
- The name of your producer/producing company.
- Your event blurb (formatted in a way that's suitable for both Facebook and Humanitix. Please check out our Winter Pride event descriptions for format reference.)
- Your ticket price. (Please take into account the Winter Pride ticketing fee. More information below.)
- Your venue.
- The start and end times of your event
- The seated capacity of your event (aka. how many tickets will be on sale).
- Your company logo.

APPLY FOR FUNDING: We recommend checking out the list of funding options for QT local events and applying to get yourself some extra dosh! Address is https://www.qldc.govt.nz/community/community-funding.

REVIEW: Then, we'll review your information on that event submission form. At this stage, we might ask for some revisions (to your event blurb, scheduling, or venue, for example) or we might just need to check a few things with you. We reserve the right to decline your event if changes can't be made.

UPLOAD: But if all your info is all good, we'll upload your event, get it live and you're set to go!

WHAT WINTER PRIDE WILL DO TO SUPPORT YOUR EVENT

DESIGN WORK: We'll create an event banner to use on your event's online listings, co-branded with your company logo.

TICKETING: We'll upload and host your event on our ticketing platform, Humanitix. We'll add you as a co-host so you can access all ticketing and other event info, (for example, the door list for your event). You'll need to make your own Humanitix profile, if you don't have one already.

PROGRAM YOU: We'll feature your event on all our event schedules online, including our Humanitix tour page.

FACEBOOK: We'll upload and host your event on Facebook. We'll add your profile as a co-host so you can post in and boost the event, if applicable.

PROMOTE: We'll do a minimum of one timeline post on our social media specifically promoting your event.

REPOST: We'll repost, when possible, all content created by you promoting the event. Tag us, and we'll share!

FEE: For these services, Winter Pride will take a $5 fee per ticket. You'll be able to see the full ticket reconciliation information in Humanitix. You'll need to invoice us for the remaining amount after our ticket fees, after your event has closed.

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WHAT YOU'LL NEED TO DO AS AN OUTSKIRTS PRODUCER

EVENT CONCEPT: You'll need to independently come up with your own event concept! The style, structure, theme and concept of your project is entirely up to you. (Within reason, we still are looking for events that are a good fit with the Winter Pride brand. For example, we're looking for events with a strong focus on LGBTTQIA+ themes and talent.)

TAKE THE PLEDGE: Before producing with us, you'll need to commit to the Pride Pledge values. You can do this by signing up to the Pride Pledge as an individual supporter on our website. It's totally free! However if you have an established production company, please consider signing up to the Pride Pledge as a business. We have many options available depending on the size and structure of your organisation.

VENUE: You'll need to organise your own venue. You'll need to reach out to them independently to discuss hosting your event with them. Please note that, if at all possible, OUTskirts event producers should use Pride Pledge subscribing venues. We've provided a list of these venues here, as well as many other Pride Pledge supporting contractors.

SCHEDULE: You'll need to schedule the date(s), start time(s) and end time(s) of your event or events. We recommend checking out our Humanitix tour page to check for good times within the week to put your gig on. While we're expecting a bit of schedule overlap, it might not be wise to run a cabaret show on the same night that we already have one scheduled, for example. We reserve the right to ask you to change the time of your event if it poses what we'd consider a critical scheduling clash.

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WHAT YOU'LL NEED TO DO AS AN OUTSKIRTS PRODUCER (CONT.)

CASTING: You'll need to cast your own show, if applicable. We ask that you ensure a commitment to selecting diverse and LGBTTQIA+ talent wherever possible.

SUBMIT YOUR INFO: As mentioned above, you'll need to provide concrete event info to us in this form by June 27th at the latest.

FIND YOUR TEAM: You'll need to organise your own technician, if applicable. We've provided a helpful list of our suppliers who might be of use to you below. You'll also need to organise any other support staff you might need, like a stage manager.

FRONT OF HOUSE: You'll need to organise your own front of house staff, to check people's tickets and vaccine passports on their way in. You'll need to provide them with the door list (which you have access to through Humanitix. You may also need to take into account any venue specific front of house duties, like managing capacity and socially distanced seating, for example. We'll have a Winter Pride Front of House Guide available soon which will be made available to you.

PROMOTE: You'll need to promote your own event! While we'll provide support, it is ultimately your responsibility to make sure tickets get sold to your event.

INVOICE: After your event has closed, please invoice us for payout of your ticket revenue, minus $5 per ticket. You'll be able to see your revenue on Humanitix.

OUTSKIRTS PRIDE PLEDGE VENDORS

When making your event, consider supporting those who support us! The following vendors are Pride Pledge subscribers, committed to rainbow inclusion and diversity. Check them out, reach out if you're interested, and perhaps they'll become great event partners.

Venues in Queenstown and Wanaka

- Smith's Craft Beer House
- Yonder and World Bar
- Ballarat Trading Company
- Winnies
- Little Blackwood
- The Grille
- Bar Up
- Habana Rum Bar
- Public Kitchen and Bar
- Vinyl Undergound
- Gibbston Valley Winery
- Sky City Queenstown
- Cardrona Distillery
- Wet Jacket Wines
- Mt Rosa Wines
- Cardrona Alpine Resort
- The Remarkables
- Coronet Peak
- Lonestar
- Skyline
- QLDC Venues: Queenstown Memorial Centre & QLDC Libraries

Activity Partners

- Browns Ski Shop
- Go Orange
- Real NZ
- ONSEN Hot Pools
- Alpine Wine Tours
- Cardrona Distillery

Hotel Partners

- Novotel Queenstown Lakeside (Official Host Hotel)
- Sofitel
- The Mercure
- Peppers Beacon
- Hotel St Moritz
- Mi-Pad
- Holiday Inn Express and Suites Queenstown
- The Rees
- Azur Lodge
- Hidden Lodge
- Queenstown Park Boutique Hotel
- Aspen Lodge Backpackers
- Queenstown Lakeside Holiday Park
- Edgewater Resort

Key Suppliers

- TOMTOM Productions – Lighting and Visual Effects
- SOUND People – Sound and DJ Equipment
- Rehab – DJ Equipment and Equipment Support
- Allied Press (Mountain Scene) - Advertising
- Broken Shed Vodka – Vodka Supplier
- Queenstown Media Group (Lakes Weekly Bulletin) – Advertising
- NZSKI – Bus Transport (dedicated mountain buses)
- REAL NZ – Boat Hire and Bus Transport (dedicated mountain days)
- X Travel – Travel and Booking Agents
- More FM – Media Works (Radio Advertising)
- Joes Garage – Coffee Supplier

TERMS & CONDITIONS

To produce as part of the OUTskirts Series, you'll need to agree to the following terms and conditions.

I/we will set my own refund policy and terms and conditions.

I/we am/are fully responsible for all my own costs associated with my event.

I/we am/are fully responsible for all my own health and safety obligations and will put in place a health and safety plan with the venue I am working with for my event (s).

That my event is an approved Winter Pride event and I will only use the Winter Pride branding as appråoved by the Winter Pride event organisers.

I will not run my own independent LGBTTQIA+ event during Winter Pride outside of the approved OUTskirts festival.

I will use Winter Pride and or Pride Pledge approved venues where at all possible.

I commit to the Pride Pledge values of safety, visibility and inclusion to ensure the venue is rainbow inclusive.

I confirm that a fee of $5 per ticket will be paid to Winter Pride for their supporting services.

Thank you for your interest in OUTskirts.

To apply, please find our application form on our website.

Any further questions, don't hesitate to check out our website or email us on info@pridepledge.co.nz.

We look forward to working with you.

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