



# BRIGHTON FRINGE

HOW TO REGISTER YOUR VENUE

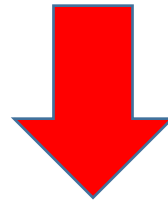


## Introduction

Everything you need to know about registering a venue to be part of Brighton Fringe can be found in this guide.

If there is any information that our eagle-eyed manual writers have somehow missed out, please let us know or contact us for extra advice and support at [takepart@brightonfringe.org](mailto:takepart@brightonfringe.org) or on **01273 764907**.

To start creating your venue listing, log in to Eventotron our registration site at [www.eventotron.com](http://www.eventotron.com)  
If you do not yet have log in details, use the New Users section on the right hand side to get started.



EVENTOTRON

<p><b>EXISTING USERS</b></p> <input type="text" value="ayshen.irfan@brightonfringe.org"/> <input type="password" value="....."/> <b>SIGN IN</b> <small>Forgotten or missing password?</small>	<p><b>NEW USERS</b></p> <input type="text" value="Email address"/> <b>REGISTER</b> <small>By registering, you are agreeing to our terms and conditions and privacy policy.</small>
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Problems signing in? Please email [help@eventotron.com](mailto:help@eventotron.com)

[Follow @eventotron](#)

If you forget your password at any point, click on **“Forgotten or missing password?”** under the Sign in box and a new one will be sent to you. Make sure you check your junk folder, as sometimes this is where the password reset emails end up.

Once logged in, go to the **‘+ Create a new venue’** button in the My Venues section of the home page.

# MY VENUES

CREATE A NEW VENUE



Bartholomew Square

BRIGHTON FRINGE.

Board Room M2



Brighton Fringe Hub



Brighton Fringe Test Venue



Doddle - Brighton Fringe Ticket Collection Point



Example Venue  
1 application



Example Venue 1



Hove Library



How to register your event - venue



MEET: The India Gate, Pavilion Gardens



Sophie Venue Test



Various locations

A pop-up box will appear as shown below, so fill out all of the fields here. Assign the venue to your company name, and add an additional editor for your venue listing if needed. They will receive an automated email to let them know they have been added. When asked "Add to Festival" make sure you choose **Brighton Fringe 2019**.

## CREATE NEW VENUE

×

### Important - are you *really* a venue manager?

Please only create a venue if you are responsible for it. If you are an event producer or promoter taking an event to some-one else's venue, please apply to the venue from your event page rather than creating the venue from scratch. You can find a list of existing venues and contact details in the [venue browser](#).

Venue title

How to Register Your Venue

Capacity

100

Required: Enter the maximum audience size.

Add to festival

Brighton Fringe 2019

Assign to company

Brighton Fringe

Venue manager

ayshen.irfan@brightonfringe.org

Optional: If you are creating a venue for some-one else to manage, please enter their email address here.

CANCEL

CREATE VENUE

## General

You will then be taken to the 'General' tab where you can start to enter information about your venue. All of the questions in this section are mandatory so make sure you complete them all – otherwise you won't be able to join Brighton Fringe 2019 at the end of the form. Make sure you select 'Yes' to be included in our Venue Browser – otherwise your venue won't be seen by any participants! The "Main Admin Contact" will be the person who receives all the venue booking enquiries. If this person is not you, just add the relevant contact details. If your venue is a Meeting Point then select "Yes" when asked, and you will only need to complete this page of the form. On this page you can also add pictures of your venue, the social media links and a direct pin on google maps of where your venue is. You can also explain a bit about the hiring space and cost, if you so wish.

GENERAL

EXTRA PHOTOS

TYPE OF SPACE

FACILITIES

TECHNICAL

ACCESS

PEOPLE

Please answer all questions on this page before submitting this venue to be part of a festival.

Name

How to Register Your Venue

Include in Venue Browser

YES

NO

Allow producers to search for your venue

Main Admin Contact

Ayshen Irfan



This will be the key person Festivals and Venues contact about your event(s)

Managing Company

Brighton Fringe



If you can't find your company in the drop-down list, please add a new one.

Venue Capacity

100

Please enter the MAXIMUM audience capacity. This can be changed on an individual performance basis later.

Standing capacity

If your venue is sometimes configured to be ALL standing, please enter the maximum capacity here.

Reserved / Allocated Seating

YES

NO

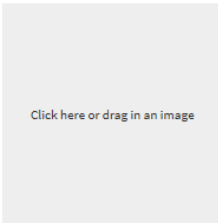
## Extra Photos


If you want to, you may upload up to four extra photos of your venue space.

GENERAL **EXTRA PHOTOS** TYPE OF SPACE FACILITIES TECHNICAL ACCESS PEOPLE

Include more photos of your venue to help producers and artists. Suggested photos include your stage, dressing room, front of house etc.

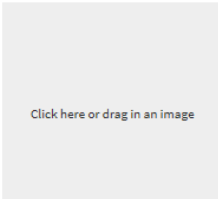
### Venue Photo 1



Your image will be converted to a .jpg measuring 500 pixels wide by 500 pixels tall. Once uploaded, you can click the pencil icon  to resize or crop your image.

### Caption

### Venue Photo 2



## Type of Space & Facilities

Make sure you select **Yes** or **No** for all of the questions in the Type of Space and Facilities sections before moving on. Again, these fields are mandatory and you will not be able to add your venue to a festival without completing them.

GENERAL EXTRA PHOTOS TYPE OF SPACE **FACILITIES** TECHNICAL ACCESS PEOPLE

Please answer all questions on this page before submitting this venue to be part of a festival.

Outdoor area

YES  NO

ie Garden - separate from performance or exhibition space

Dressing room

YES  NO

Stage

YES  NO

On-site card payments

YES  NO

Public / On-street Parking

YES  NO

Private / Off-Street Parking

YES  NO

On-site Box Office

YES  NO

GENERAL EXTRA PHOTOS **TYPE OF SPACE** FACILITIES TECHNICAL ACCESS PEOPLE

Please answer all questions on this page before submitting this venue to be part of a festival.

Music

YES  NO

Commercial

YES  NO

Function room

YES  NO

Cinema

YES  NO

Studio

YES  NO

Church

YES  NO

Performance space

YES  NO

Theatre

YES  NO

## Technical

In this section you can let participants know about your technical specifications, you can also upload a Tech spec and Floor plan if you have them. Although this section is not mandatory, please fill in as much as you can and leave questions blank if not applicable to you.

GENERAL EXTRA PHOTOS TYPE OF SPACE FACILITIES **TECHNICAL** ACCESS PEOPLE

Please provide as much information below as possible or leave blank if not applicable.

PRS Licence

YES NO

PRS Licence Number

Stage Width (m)

10

From stage right to stage left

Stage Depth (m)

10

From the front to the back of the performance space.

Stage Height (m)

10

The available height for performers.

Stage Description

This venue is just a demonstration for the guide.

Describe your performance area or stage, particularly if it is unusual or not easily described by the dimensions alone.

Lighting rig

YES NO

# Access

Please give as much detail as you can in this section about the accessibility of your venue.

GENERAL EXTRA PHOTOS TYPE OF SPACE FACILITIES TECHNICAL **ACCESS** PEOPLE

**Is the performance space wheelchair accessible for performers?**

YES  NO

i.e. ramp/level access onto stage and in backstage areas

**Is your venue wheelchair accessible?**

**Do people using wheelchairs enter at the main entrance?**

YES  NO

**Is there lift / elevator access in your venue**

YES  NO

**Does your venue have a hearing loop?**

YES  NO

Hearing loops are an aid for people who experience hearing difficulties. They are a loop of cable that generates a magnetic field that can be picked up by hearing aids.

**Is the hearing loop well advertised with appropriate signage?**


YES  NO


**Accessible bathroom available for audience use?**

YES  NO

# People

In this section you can see the members of your venue team along with any associated companies. You can also add or delete extra contacts for your team and company here.

YOUR TEAM			<a href="#">+ ADD A PERSON</a>
Name	Role	Access	
 Ayshen Irfan	Admin	Editor	

COMPANIES			<a href="#">+ ADD A COMPANY</a>
Members of the following companies have access to your events.			
Company	Role	Access	
<a href="#">Brighton Fringe</a>	Venue Manager	editor	



## **Adding your Venue to Brighton Fringe 2019**

As long as all of the mandatory boxes have been filled to completion, you have selected “Yes” when asked to be included in our venue browser and you have chosen to be added to Brighton Fringe 2019, your venue will be listed in our Venue Browser. If at any point you no longer wish to have your venue visible in the Venue Browser you can change this setting and select “no” to be hidden.

**Congratulations, you are now registered as a Brighton Fringe Venue!**