

BRIGHTON FRINGE

**Venue Managers' Meeting Minutes 25 March 2024, 2pm
Hosted by at The Brunswick
and on Zoom**

Attendees:

From Brighton Fringe:

Duncan Lustig-Prean – Chair of Brighton Fringe
Rhiannon Lingwood – Artists and Venues Services Manager
Maddie Locke – Artists and Venues Co-ordinator
Sarah French – Artists Services Assistant

Venue Managers:

Andy – The Brunswick
Ross – Rotunda
Jenny – Purple Playhouse
Alex – Laughing Horse
Sian – South East Dance

1. **Venue Observer:** Sian Willett of South East Dance will be our new Venue Observer. Sian's term will run until next February when there will be a re-election.

Sian's contact details for feedback are here: sian.willett@southeastdance.org.uk

We will ask Sian to produce a summary of each board meeting to be shared on the Venue Managers' Facebook page.

2. **Marketing:** Fring Academy workshops regarding marketing your events and venue are now available to watch on our website brightonfringe.org/fringe-academy

3. **Bunting & Venue Boards:**

Please fill out the EOI for bunting here: [please fill in this short form.](#)



Microsoft Forms

This is so bunting isn't wasted and delivered to venues who don't want/need it.

Your venue boards will be delivered mid-April.

Please ensure they are in a prominent place, and your venue is easily identifiable as a Brighton Fringe venue. External posters for your events are a great idea, as well as bunting or floor stickers to direct people to your venue!

4. Jobs Board

Are you hiring for Fringe? Let us know! We are happy to advertise your roles on our website. They must display a clear wage or wage bracket, what hours will be expected, and brief outline of roles a responsibilities.

5. Made in Sussex – Free Tickets!

Brighton Fringe will be hosting the inaugural [Made in Sussex showcase](#), highlighting brilliant Fringe performers from across the county. Venue teams are entitled to free tickets so please let us know if you and your team want to attend!

The event is being hosted by City Coast Centre, Portslade **13 April**, doors open 7.30 for an 8pm start

6. Box Office

It looks likely that the box office for Brighton Fringe 2024, will be situated in Circus Street in a vacant unit. The area has limited parking, is accessible and has refreshment options nearby. This is a more secure option and safer for Brighton Fringe staff, as well as providing a physical space for flyers and posters. Copies of our printed listings will also be available here too.

Box Office opening hours during Fringe will be 11am – 7pm daily.

7. Date for your diary! Future of Fringe

11am The Rotunda Theatre 24 May

8. Duncan Lustig Preen (Chair of the Board Updates)

Flyering licenses will be available from the Artist's Hub at the Ledward Centre. For more details about where flyering licenses are required please see our [website](#).

Students from Brighton University are undertaking a business consultation during Fringe, covering a number of areas including understanding the demographics of our audience and why we attract so few under 25s.

Fringe have now held two very successful showcases and intend to continue these after Fringe to help raise awareness of the work we do year round. They are also an excellent opportunity to provide paid performance slots to our artists, giving them a chance to perform to new audiences and in a variety of venues.

Discussions about the future of the Fringe staff team are ongoing as we look at the advantages and disadvantages of working without a CEO. This past six months without a CEO has seen the staff work more collaboratively and with a shared creative energy. An alternative option could be to recruit an Artistic Director/ Festival Director, Financial Director and someone with good fundraising experience. Each of these roles could be part time.

9. Venue Manager Updates

Rotunda – more companies involved than last year, but only slightly as a couple have pulled out. 69 companies delivering a similar number of actual performances to last year. Ticket sales are currently up 25% on last year.

Rotunda printed brochure is available now, covering shows taking place at both Brighton and Tunbridge Wells Fringe.

The Brunswick – approximately 20 companies and 35 shows mixed in with non-Fringe shows taking place during the same time period. This is an increase on last year. Quietly confident on ticket sales, and just closing on the most successful quarter ever!

Have a leaning towards love music, but also host some comedy, family events etc.

Purple Playhouse – No Fringe shows booked for this year but hoping to return as a venue either this year or next. Have a second floor theatre as well as a ground floor venue space. Considering predominantly comedy showcases at this stage.

Laughing Horse – All good to go. Same number of shows as last year but a little bit up on ticket sales. A few mid-week spots still available that can be marketed to artists.

SE Dance – First year as a venue and hosting 4 Fringe events alongside their own Dance programme and some Festival shows. Looking forward to hosting more events outside the dance genre. During Fringe, studio rehearsal space is available for artists for just £12 ph.

10. AOB

The next VMM will be held at the [Caroline of Brunswick](#) on **April 23rd at 2pm**. This will be the last meeting before Fringe.