

BRIGHTON FRINGE

Venue Managers' Meeting Minutes 23 April 2024, 2pm
Hosted by Caroline of Brunswick
and on Zoom

Attendees:

From Brighton Fringe:

Rhiannon Lingwood – hosting
Sarah French – note taking
Maddie Lock -zoom
Duncan Lustig-Prean

Venue Managers:

Cliff – Caroline of Brunswick
Philip – St Mary's Church
Alex – Laughing Horse

1. Front of House & Door Tool

Front of House – best for venues with multiple rooms/venues. If you would like to use Front of House, please contact Ben Box Office Manager boxoffice@brightonfringe.org to liaise.

Door Tool – best for artists and venues running one event at a time.

Guides on how to use these tools are on our website: <https://www.brightonfringe.org/fringe-info/box-office/>

2. Box Office & Artist Services

Both box office and artist services will be hosted in The Ledward Centre this year. Opening hours will be 10-6 Monday – Saturday and 10-4 Sunday. Box Office will remain open until 6pm Sundays as well.

3. Awards are now live on our website!

Audience Choice Award best venue will be voted via audience's feedback emails sent post show!
<https://www.brightonfringe.org/fringe-info/awards/>

Rhiannon will investigate the possibility of creating a QR code so that audience members who have not bought tickets online can still vote after attending an event.

There are a total of 15 awards now live on the Brighton Fringe website. The team have worked hard to improve the quality of the awards this years to make them more meaningful for artists. For example, to include cash prizes, opportunities for performing and mentoring.

4. Equity Feedback

We have been regularly attending the local branch of Equity's meetings and have received some feedback regarding Fringe venues. They have asked if venues hosting theatre can produce cast lists and boards. You can also find out about joining Equity every Wednesday at The Ledward Centre.

5. Fringe Academy

Fringe-time Fringe Academy workshops now live including Future of Fringe (24 May 11am-12.30 at Rotunda), Networking at North Laine (Tuesday Evenings with a discount on drinks for all those with Fringe passes), and Life After Fringe Sessions. We would love to see more representation from VMs at these events so please do join us if you are able!

6. Survivor's Network

We recently received bystanders training from Survivor's Network, one of our charity partners for this year. If any venues would be interested in training their teams in how to intervene when witnessing sexual harrasment, please let Rhiannon know and we can put you in touch.

7. Feedback from The Chair

The Board Meeting to approve annual accounts takes place this evening (23.4.24) and rigorous stress testing of accounts up until September 2025 has taken place and been successful, ensuring a positive start for Brighton Fringe 2025.

8. Feedback from Venue Managers:

Caroline of Brunswick- everything is ready and everyone is raring to get started now. The printed brochure is available too, and can be distributed at the Box Office in the Ledward Centre if helpful.

Laughing Horse – Everything is in place and all set to go!

St. Mary's Church – Everything is ready for an exciting Fringe season, with the majority of events taking place in the Church Hall allowing increased flexibility and intimacy. This will mean less financial gain, but more interest. A second venue board has been requested for added visibility.

9. AOB

A reminder that Sian Willett is the new Venue Manager Observer to the Board and is keen to support other Venue Managers. She will be attending the Board Meeting this evening and will update via the Venue Managers Facebook Group. If you wish to contact Sian directly, you can do so via the group or by email at sian.willett@southeastdance.org.uk

This is the last Venue Managers Meeting before the start of Fringe 2024. If you have any questions or concerns during Fringe, please contact the Artists and Venues Team at takepart@brightonfringe.org.uk or on 01273 764 907.

Good luck everyone and have a great Fringe!