

## ABOUT EXXONMOBIL CAMPUS CONCERTS

Powered by ExxonMobil Asia Pacific Pte Limited since 1986, ExxonMobil Campus Concerts (EMCC) is a series of free-admission performances presented by NUS Centre For the Arts that feature the best of campus talents as well as established professional practitioners. Over the years, the seasons that take place during the semesters have gained a reputation for presenting works that are accessible and entertaining as well as challenge concept, practice, and creation.

## GUIDELINES FOR YOUR APPLICATION

Kindly read through this application before you submit soft copies of your application and supporting documents.

<b>Deadline</b>	EMCC Season 1 : August - October <u>Deadline for Season 1 Submissions: 01 April</u> EMCC Season 2: January - March <u>Deadline for Season 2 Submissions: 18 August</u>
<b>Send to</b>	Email to: NUS Centre For the Arts exxonmobilcc@nus.edu.sg  1) Zip up application form and all supporting documents into <u>one single folder</u> .  2) Upload the folder via file-sharing sites such as www.wetransfer.com or www.yousendit.com. <u>DO NOT</u> send your files as attachments within the email.
<b>Application form</b>	Send via email
<b>Supporting documents (e.g. script, sketches)</b>	Send via email
<b>Existing work</b>	Link to online video (if available)
<b>New work</b>	Send script, structure and sketches via email
<b>Photos</b>	High-res images zipped into folder with other documents. <u>DO NOT</u> embed within documents.

ALLOCATION OF RESPONSIBILITIES

Category	Description	Artist	CFA
Artist fees	Artist fees and honorarium will commensurate with level of experience.		✓
Per diem (for international artists only)	A token per diem will be provided for the period of your set-up and performance/ exhibition only.		✓
Accommodation (for international artists only)	Twin or triple-sharing accommodation on campus for the period of your set-up and performance/ exhibition only		✓
Flights/ International Transport (for international artists only)	Subject to negotiation. Return (two-way) economical air tickets to travel to Singapore for members involved		✓
Travel permits	Any visas or work permits for entry into Singapore.	✓	
Local transfers (for international artists)	Airport-hotel-airport transfer.		✓
Artwork/ Set/ Props/ Costume/ Equipment/ etc	Any costs incurred to rent/ purchase/ construct items in Singapore OR two-way freight to transport items to Singapore.	✓	
Marketing and publicity	Design and creation of materials (such as high-resolution publicity images) and information about work.	✓	
Marketing and publicity	The artist agrees to jointly and actively promote his own show through his publicity channels. Design, creation and running of marketing and publicity campaign, including promotional and marketing collaterals (i.e. posters, Festival booklets, programme leaflets, website, electronic mailers, etc.) shall be under the purview of CFA	✓	✓
Venue	All rental costs for rehearsals/ creation process.	✓	
Venue	Rental costs for your performance/ exhibition venue during the scheduled dates within the Festival, which is selected based on our understanding of your detailed technical requirements (light, sound, etc).		✓
Ticketing	All administrative work and fees to set up ticketing channels via appointed agent.		✓
	Allocation of complimentary tickets.		✓

Technical	Detailed technical information, to be submitted to us within a month from the date of our acceptance of your proposal.	✓	
Licensing	Any staging, licensing and other royalties that need to be paid for your performance/ exhibition.	✓	
Scheduling	Your scheduling (you will usually be allocated between one to two full-length performances, with an average of a day set aside for bumping in and technical rehearsals prior to the first performance)		✓
Manpower	All production personnel such as Production Stage Managers and Operators.	✓	
	Technician(s) to assist with set-up and strike.		✓

## APPLICATION FORM

EMCC Season 1: August - October

Deadline for Season 1: 01 April

EMCC Season 2: January - March

Deadline for Season 2: 01 August

Group/ Company/ Artist Details	
Name of Group/ Artist	
Brief Description of Group (200 words)	
Website	
Facebook	
Contact Person	
Designation	
Mailing Address	
Email	
Mobile	

SHOW PROPOSAL DETAILS				
<b>Title of Show</b>				
<b>Primary Discipline</b>		<input type="checkbox"/> Dance <input type="checkbox"/> Theatre <input type="checkbox"/> Visual Arts <input type="checkbox"/> Music <input type="checkbox"/> Film <input type="checkbox"/> Others: _____		
<b>Synopsis/ Concept/ Repertoire</b> (Please attach additional sheets if space is insufficient)				
<b>Creative Team</b> (eg Director, Choreographer, Music Director)				
<b>Featured Artist Bios</b> (100 words only per artist)				

Faculty Partnerships (Describe the form of collaboration if any)	
Duration of show/ No of exhibits	
Will your show content require an audience advisory or rating?	
Reviews/ Press Cuttings	To be attached at end of application form

PRODUCTION DETAILS	
Minimum Set-Up Time	
Minimum Strike Time	
Type of Venue	
Minimum/ Max Capacity	
No of People Travelling	

SUPPORTING DOCUMENTS REQUIRED FOR EXISTING WORKS	
Copy of Script	Original script (If not in English, a translation should be submitted)
Publicity Images	3-6 pictures, 300 dpi in .jpg format. Pictures should be taken of dress rehearsals, performances or exhibitions
Video Recording	Footage of performance/ rehearsals which are of sufficiently high resolution to be used for trailers and social media

Technical Rider/ Stage Layout	Stage & Lighting Plans, Technical requirements.
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**SUPPORTING DOCUMENTS REQUIRED FOR NEW WORKS / WORKS IN PROGRESS**

<b>Synopsis</b>	2-3 pages of script/ narrative/ work in progress
<b>Budget</b>	Production budget
<b>Production Timelines</b>	Key milestones for the production development including workshops, rehearsals, vettings, full dress and technical
<b>Marketing Plans</b>	Description of target audiences, strategies to communicate the show, timelines for major marketing activities
<b>Draft Technical Rider</b>	Stage & Lighting Plans, Technical requirements