

# SHOW SUBMISSION GUIDE



## LEICESTER COMEDY FESTIVAL 2021 USING EVENTOTRON

Leicester Comedy Festival uses an online platform called Eventotron to manage its show submission process. Once you're set up on the system you can use it year on year, and submit shows to other festivals around the world.

You can access Eventotron by visiting [www.eventotron.com](http://www.eventotron.com)

### **New users**

New users will need to register using a valid email address. Once you've entered an email address and hit 'register' an email will be sent to that account with a password. You can use this straight away to log-in. If you don't receive an email, please check your spam and then contact [help@eventotron.com](mailto:help@eventotron.com).

### **Existing users**

If you've used Eventotron before you'll need your email address and password to log in. If you've forgotten your password hit 'Forgotten or missing password?' and enter the registered email address to receive a message with a new password.

## SUBMITTING SHOWS

Once you are logged on follow these steps to complete the submission process.

- Select Leicester Comedy Festival from the list of available festivals.
- You'll then be asked if you want to 'Apply with an existing event' or 'Create a new event'. Choosing an existing event will save you time and help keep your information organised. You can choose any of your existing events if they appeared at previous Leicester Comedy Festivals you've used Eventotron for.
- To create a new event enter the show name and click 'Next'. You can edit the show title later if you need to.
- You are now on the show submission page.

- You'll see a list of sections that need completing. Go through these one by one and fill out the required information. You can go back and edit each section at any time, up until the point you hit 'finalise' and pay the show fees.
- The 'listing' section is where you will find a live version of your brochure entry. Please make sure you check this carefully as there will be limited opportunities to make amends to this once you've finalised your submission.
- If your event is streamed online, you need to tick the relevant box in the 'general' section. This will automatically assign it to the LCF Online 'venue'. If your event is only online, you just need to fill in the details of this venue. If your event is both live and online, you will need to add the 'physical' venue as well.
- Click on the 'Venue' tab to scroll through festival venues and select the space you've booked for your show. You can use the venue search bar to speed things up.

**PLEASE NOTE:** You must have your show (time, date etc.) agreed with a venue before submitting your show. Leicester Comedy Festival does not use Eventotron as a platform for event enquires or contacting venues. See 'Finding a venue' on our 'take part' website ([www.comedy-festival-takepart.co.uk](http://www.comedy-festival-takepart.co.uk)) for help with this, or contact the team directly.

When you find your venue, click 'More info' then 'Submit to.....' to attach a venue to your show.

**PLEASE NOTE:** Each venue has a list of 'Facilities', 'Technical' and 'Access' options. Venues are currently reviewing their lists to ensure they are accurate, however not everything you see here may be correct. We advise you to contact the venue direct if you have specific show or access requirements.

- Once you've submitted your show to a venue the administrator for that venue will receive a notification of your submission which they will need to 'approve' before you can continue the submission process. Not all venues may be able to approve shows straight away so please make sure you allow some time for this to happen. You will receive email notification once your event has been approved by the venue.

- After your venue has approved your submission you will be able to fill out key show information such as dates, times and prices. Please remember these must have been agreed with your venue in advance.

**PLEASE NOTE:** The capacity indicated on Eventotron is the full usual capacity, it does not take social distancing into account. Our box office will contact all venues and promoters to make sure the tickets on sale correspond to the covid-secure system in place in venues.

- The allocation is the percentage of tickets you choose to be sold via the Festival's box office (with a minimum of 30%). If you're not sure about this, get in touch with your venue/promoter.
- Once you have filled in all the information Eventotron will be able to calculate the payment due. Click on payments to see what these are. More information on fees can be found here - [www.comedy-festival-takepart.co.uk/submitting-your-shows](http://www.comedy-festival-takepart.co.uk/submitting-your-shows)
- Once you've completed all sections, your progress bar should hit 100% and turn orange. You can click on the orange bar to complete and finalise your show submission and pay your festival fees. Your information will not be editable beyond this point.
- If you are adding additional shows you can do this now. To add another show move your cursor to the grey bar at the top of the page. It will expand giving you the option to 'Create a new event'.

Follow the process above through to completion. You can choose not to finalise & complete your show entries until they're all in, and then pay for them in bulk.

**That's it, you're done!**

*Please contact the festival team on [info@bigdifferencecompany.co.uk](mailto:info@bigdifferencecompany.co.uk) if you are struggling with the submission process.*

**Show submission deadline:  
Sunday 18th October**

That deadline will guarantee all shows registered to be part of the launch of the 4th November. Applications will stay open and additional events will be regularly added on our website and online brochure.



[www.comedy-festival.co.uk](http://www.comedy-festival.co.uk)