

SHOW REGISTRATION GUIDE

Leicester Comedy Festival & The UK Kids' Comedy Festival



Welcome to your handy guide for registering shows for Leicester Comedy Festival and the UK Kids' Comedy Festival. We have tried to include as much useful information as possible.

Alternatively, we have two other versions of this guide:

The image is a YouTube video thumbnail. At the top, it says 'Getting ready to submit your events on Eventotron' next to the Leicester Comedy Festival logo. On the right, there is a 'Share' button and the UK Kids' Comedy Festival logo. The main text in the center reads 'GETTING READY TO SUBMIT YOUR EVENT ON EVENTOTRON' with a red play button icon over the word 'READY'. At the bottom left, it says 'Watch on YouTube' with the YouTube logo.

Word document

If you would like a plain version of this email please email info@bigdifferencecompany.co.uk or visit www.comedy-festival-takepart.co.uk

Eventotron

Leicester Comedy Festival & UK Kids' 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 every year, and even submit shows to other festivals around the world.

To access Eventotron visit: 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.

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.

Before you start

You must have your show (time, date etc.) agreed with a venue before submitting your show. See 'Finding a venue' on our 'take part' website (www.comedy-festival-takepart.co.uk/finding-a-venue) for help with this, or contact the team directly.

The Festival dates are 5 - 23 February 2024.

Dates & Deadlines

To have your show included in our brochure and general on-sale ticket release then you need to register your show by

5pm on Friday 27th September!

You can still register shows after that date, and they will still be featured on our website.

Submitting Shows

Show registration takes place from **27th August until 27th September 2024.**

Below are some tips for each section of the show submission

Deadline	27th September 2024
Festivals & Seasons	<p>Select Leicester Comedy Festival 2025 from the list of available festivals.</p> <p>You should select Leicester Comedy Festival 2025 - even if you want to register for The UK Kids' Comedy Festival. You will be asked during the registration process if you want to be included in the UK Kids' Comedy Festival programme.</p>
Existing Event or New Event	<ul style="list-style-type: none"> • You will be asked if you want to 'Apply with an existing event' or 'Create a new event'. • If you have previously performed this show and registered it at a festival using Eventotron then choosing an existing event will save you time and help keep your information organised. • You can choose any of your existing events that you have registered using Eventotron. • If you're entering a new show, type out the name of the show and click next.
General	<p>This section will ask you about the following types of thing:</p> <ul style="list-style-type: none"> • Your admin contact for the show - this is who the festival will contact if we have any questions or information to share with you about your show. • In this section you can select if you want to be included in the programme for the UK Kids' Comedy Festival. • Information about the genre of your show - we use this information to populate the search filter on our website listings. • Details about the performers - please fill this out even if it's only you. This is what we use to populate the A-Z of acts pages in the brochure. • Any warnings that you want to share with people i.e. strong language, strobe lighting. • Social media & website details. <p>Please note that your registration will autosave - so no need to try and save it along the way</p>
Venue	<p>This is where you select the venue that you have booked for your show. You must have your venue booked by this stage.</p> <p>To find your venue click on 'venue finder' on left hand side of the screen and then search for your venue.</p> <p>Click on the venue that you have confirmed with, this will open a new pop-up. At the top left hand corner of the page there will be two options: venue profile and enquire. This is where you can connect with the venue by selecting 'confirm venue interest'.</p> <p>When you find your venue, click 'Interact' then you can type a message and 'Confirm event interest'. You may need to notify the venue that</p>

you've linked up to them on Eventotron so that they can log in and complete the process.

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.

After your event and venue are synced, you will be able to fill out key show information such as dates, times and prices. Please remember

The 'listing' section shows you how your show will appear in the brochure.

Please make sure you check this carefully as there will be limited opportunities to make amends to this once you've finalised your submission. Please note that the web copy and brochure copy have different character counts, this is because we have more space on our website than in the brochure.

Brochure copy: 450 characters

Web copy: 600 characters

If you've selected to be part of The UK Kids' Comedy Festival you will be asked to give different information to the Leicester Comedy Festival. Both listings will have a different look in the brochure.

New this year: we now ask you to provide image description text for your show image. This is so that people using screen readers can understand what is in the image.

Listing

Dates, times and prices

This is where you add the details of your individual performances such as times, prices (including concessions) and set the number of tickets you want us to sell through our Box Office (allocation). The minimum amount of tickets we can sell through our Box Office is 50%.

You can also provide more details about your show such as whether there will be BSL or captioning.

Settlements (your payment)

It is **VERY** important that the bank details you enter here are correct. You cannot change them after you have finalised your show submission.

If your bank details change after you have submitted your show registration you should email info@bigdifferencecompany.co.uk

Support Leicester Comedy Festival

Leicester Comedy Festival is produced by registered charity Big Difference Company (1135167). We are very grateful for donations we receive from members of the public, comedians and members of the comedy community.

We try and keep costs of performing at the festival as low as possible but we know many comedians want to support the long term future of the festival. There is an option to make a donation as part of your registration process.

Paying your festival fees

Once you have filled in all the information Eventotron will be able to calculate the payment due. This where the T&Cs will appear. Please read them before finalising your show.

If you think you qualify for a discount (according to the fee structure) but the system hasn't picked it up, you can get in touch with us to manually amend the amount. It's easier than us giving a refund later on. Email us on info@bigdifferencecompany.co.uk

Click on **payments** to see what these are.

You need to pay online at the time of finalising your shows. You can download a VAT invoice for your records.

If you need to pay by BACS then please contact us.

More information on fees can be found here - www.comedy-festival-takepart.co.uk/submitting-your-shows

Completing your show submission

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. Any changes that need to be made after this will need to be made by the festival team.

Follow the process above through to completion. If you are registering multiple shows, you can wait to submit all of your shows at the same time and pay for them in bulk.

Festival Fees

Festival fees are used to help sustain the festivals and are an important source of income for Big Difference Company, the registered charity which produces the festivals. All acts who participate in the festivals, and pay the fees, benefit from a range of different support and services from the festival office. Our festival fees for 2025 are:

Venue Capacity	Fee. including VAT
Venues with 80 capacity or less	1st performance: £72 2nd performance*: £60 3rd + performance*: £38
Venues with 80 - 199 capacity	1st performance: £88 2nd performance*: £66 3rd + performance*: £44
Venues with 200 - 299 capacity	£180
Venues with over 400 capacity	£310
Website only listings Please note that this only an option for shows that register after the brochure deadline which is 27th September!	£60
Online events	£72

Where you see *performance** this means that a discount is applied when you have multiple performances of the same show.

For more FAQs about registration fees please visit: <https://www.comedy-festival-takepart.co.uk/submitting-your-shows>

Ticket income and getting paid

It is VERY important that you provide the correct bank details for us to pay you your ticket income **BEFORE** you finalise your show submission. These details can not be changed once you have finalised your submission and they are the details we will use to make our payment to you.

If your promoter or venue is submitting the show on your behalf, make sure you talk to them about how the final settlement is being transferred to you at the end of the festival.

Ticket income is normally paid out from the festival within 8 weeks of the festival taking place.

Relevant resources

Show registration guide videos!

This year for the first time we have created a series of video guides that are designed to walk you through each step of the show registration process. You can view them here:

🌐 [Getting ready to submit your events on Eventotron](#)

Take Part website

www.comedy-festival-takepart.co.uk - this is our guide to taking part in Leicester Comedy Festival and the UK Kids' Comedy Festival including how to make the most of your time in Leicester.

Email us

If you get stuck and want some help with any of the sections, please contact info@bigdifferencecompany.co.uk

Connect with us



www.facebook.com/LeicsComedyFest

www.facebook.com/KidsComedyFest



www.twitter.com/LeicsComedyFest

www.twitter.com/KidsComedyFest



www.instagram.com/LeicsComedyFest

www.instagram.com/KidsComedyFest

DEADLINE

5 pm on Friday 27th September, 2024.

Don't be late!