FITS 2020

Guide for filling in the promotional info for Indoor Performances

By filling in this form you agree with using the contact details in the communication with the organizers. All categories marked with * are obligatory.

1. **Event genre***
2. **Name of company/artist*** – This is the name that will appear in the programme and in all the publication materials. It usually does not include the name of the co-producers, as this detail is presented in a different section of the performance presentation.
3. **Country of company/artists*** – This information will appear in the programme and in all the publication materials. It can include both native country and the country of residence.
4. **Contact person (tour manager coming to FITS) *** - Please note that if this person changes we would need the new contact.
5. **Mobile phone of the contact person coming to FITS**
6. **E-mail*** – An email address for receiving the confirmation of submission, so that you can verify it. If there are any changes, we recommend you fill in the submission again as soon as possible.
7. **Original title of the performance*** – This refers to the title of your performance, as it will appear only on the website of the festival and in the festival catalogue.
8. **Accepted English translation of the title*** – It refers to the English version of the title; this will appear in the programme booklet (along with the Romanian version of the title), on posters, in the festival catalogue and on the festival's website.
   If the original title is already in English, just write it down again.
9. **Text by/after** – This section is obligatory for all performances that have lines. Depending on your case, you can choose text by, text after or both.
10. **Directed by / Choreography by / Performance by*** – Fill in with the name of the director / choreographer/ creator of the performance.
11. **Leading cast & crew*** – In this section it is important to fill out the names of the leading cast and crew. It must be specified: Stage design, Sound design, Light design, Music, Cast.
    Extra details: make-up, costumes, technical director. The extra details will appear on the website, but they might not appear in the festival catalogue, depending on the overall volume of information.
12. **Language of event***
13. **Translation*** – Here you can let us know if the translation of the performance is necessary or, if there aren't any lines, it's not applicable.
14. **Event not recommended under***
15. **Duration*** – Total duration; it includes the duration of the intermission also, where applicable.
16. **Intermission*** – Applicable only if there are any breaks during 1 performance.
17. **Date of premiere** – *not obligatory* – only appears in the website presentation and the festival catalogue.

18. **Synopsis*** – The text must be between 800 and 1200 characters (with spaces) and it does not include technical details, age restrictions or if the performance is translated. Where necessary, this other information will be specified in the corresponding field.
You can use this link to verify the number of characters: https://charcounter.com/en/.
Attention: when filling out the application it is better that the text be copied from an unformatted Word or PDF document, otherwise some errors may appear when submitting the application because of hidden symbols present in the online text.

19. **Photo attachments 1, 2, 3*** – Each photo should have the following characteristics:
File Resolution: 300 dpi; File SIZE: Minim 1 Mb, Maximum 3Mb; File FORMAT: Jpeg, Jpg, Tiff; File ORIENTATION: Landscape.
The photos will be used as posters, on the website and in the festival catalogue, this is why they need to comply with these requirements. If the photos do not follow these specifications, we will not be able to use them.

20. **Credits for photo attachments 1, 2, 3*** – Regarding the photo credits, we need the name of the person who took the photo, whether it's a professional photographer or someone from your team (in this case the name of the company is also enough).

21. **Transfer link or FTP access large files exchange** – *not obligatory*
It can be used for sending LOGOS.
The logos should be sent in one of the following formats: .ai / .eps / .tiff / .pdf. We would also suggest you to attach, in the same folder, the order in which the logos should appear (if applicable). The folder should be in .zip format.
Attention: in the festival catalogue a limited space is dedicated to logos, but all co-producers will appear listed as text (see point 23).

22. **Official downloadable trailer** – *not obligatory* – a link for a video that can be downloaded. Our video editor will use short excerpts to include in the festival's official trailer, so only intro and outro graphics can be used in order to be able to select the frames. Technical requirements for the video:

Video mode	Frame size in pixels (WxH)	Pixels per image	Scanning type	Frame rate
1080p	1,920 x 1,080	2,073,600	Progressive	24 (23.976), 25, 30 (29.97), 50, 60 (59.94)

23. **List of co-producers** - *not obligatory* - it is used in the festival catalogue and on the website.
For the festival catalogue, take into consideration that if the list of the leading cast and crew is too long, it may happen that there won't be enough space. In this case, the list will appear complete on the festival's website. Please take a look at the attachment "FITS 2019 Catalogue Performance Description" to have an idea of how much of a page space is dedicated to co-producers. Please mention the co-producers of the performance with the correct and complete name.

24. **Short bios** - *not obligatory* - You can attach a Word or a PDF document with information about the director, choreographer, composer, principal artists.

25. **Short presentation of the company** - min. 300 – max. 800 characters (with spaces)

26. **Nominations and awards of the company / director / choreographer / composer / creator of the performance** - *not obligatory* - You can attach a Word or a PDF document with a list of prizes / nominations received by the company / performance.

27. **Please send us one or more quotes extracted from the press (in English)** – *not obligatory,* but it would be very helpful for us to use some reactions from the press in promoting the performance.

28. Official webpage & Facebook page – *not obligatory*

29. Special effects* – effects that may disturb the public (fireworks, gunshot sounds, intermittent light, strobe light, stroboscopic effects).

30. Use of fire* –
*   Cigarettes   • Lighters   • Candles   • Torches
*   Fireworks   • Flamethrower   • Flares   • Muzzle flash
*   Ruben's tube / Flame tube   • Acetylene / Carbide lamps
*   Oil lamps   • Gas or kerosene lamps/lanterns
*   Coal / Ember
*   Other – you can fill in this detail in the following section, "Other relevant information"

31. Has the performance been presented in Romania before, or will be presented during 2020? – Except FITS * – whether the performance was or will be presented in Romania, excepting this festival. If yes, please let us know where and when.

32. Other relevant information – *not obligatory*

NOTA BENE

Please pay attention when filling in the submissions form and send all the information as required, respecting the formats or word limit.

If the information in the submission form is not sent on time and is not correct, there is the chance that we will not use it in the catalogue or on the website, as we cannot afford the time to postpone the deadlines.