

# Performing Arts Touring Agreement

## What is the purpose of the form?

The purpose of this form is to demonstrate that agreement with Western Australian regional communities has been reached to host your show. It provides confirmation of the number of performances, community participation activities, fees and box office arrangements.

## How do I use this form?

You need to send a copy of this form to each of the regional towns or communities presenting (hosting) your show. You must submit the completed forms with your application.

## How is the form used by CITS?

CITS will use this form to make an assessment of your application.

To be eligible for assessment this Form must be submitted with your application.

## To be completed by the Producer of the tour

### What is the name of the touring production, show or concert?

### What are the contact details of the person negotiating the itinerary and budget?

Name:

Organisation:

Role within organisation:

Phone:

Email address:

## To be completed by the Regional Presenter of the tour

### The show:

My organisation/group has agreed to present the show/concert.  
Our decision is based on having:

Tick as many as applicable

Seen the show “live”

Seen extracts of the show online

Read reviews of the show

Received recommendations from other Regional Presenters

Toured this group/organisation previously

Seen a pitch at WA Showcase

Other (please describe):

This show is relevant to our community and/or venue because:

### The itinerary:

My organisation/group has negotiated an agreement with the Producer to present the touring show based on the following details:

Venue:

Town:

Bump in date:

Opening date:

Bump out date:

Number of performances:

Number of community participation activities:

Type(s) of community participation activities:

## The budget/fee arrangements:

My organisation/group has reached an agreement with regard to the fee and box office arrangements based on the following:

Choose one option only

To purchase the show from the Producer

Box office split

Hire of venue to the Producer

Other arrangement (please explain):

## The marketing arrangements:

My organisation/group has negotiated with the Producer that the following marketing materials will be provided to us to help promote the show and attract an audience.

E.g. posters, flyers, TV coverage

## Collecting regional feedback and responses

My organisation/group has agreed that the collection of audience feedback and response to the community participation activities will be collected by:

Us (Regional Presenter)

Them (Producer)

Both (Combination of Presenter and Producer)

## Confirmation from the Regional Presenter

I, \_\_\_\_\_ holding the position of \_\_\_\_\_  
at \_\_\_\_\_ declare that the information provided is true and correct.

## Contact details

Should CITS need to contact me about this Agreement my details are as follows:

Phone:

Email:

**Signature:**

**Date:**