HOW TO APPLY
TO THE TORONTO SKETCH COMEDY FESTIVAL 2023
USING ZONE FESTIVAL

Zone Festival is an online festival and event database management system based in Montreal. This year, the Toronto Sketch Comedy Festival will accept LIVE (In Person) submissions on Zone, and Film Festival submissions on FilmFreeway.

Here is a step by step guide to help you apply to TOsketchfest23 for live, in person performances:

1) Visit the 2023 Live Artist Submission form by clicking this link:
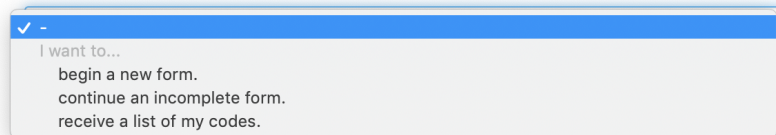https://form.zonefestival.com/?k=tscf_p1

2) You will see the 2023 TOsketchfest Artist Submissions home page. Use the drop down menu to select "begin a new form" for brand new applications, or "continue an incomplete form" if you already have a Zone Festival Code (see step 4).

00. 2023 TOsketchfest Artist Submissions

Deadline | November 30, 2022

We are on the lookout for the best, live scripted comedy! The Toronto Sketch Comedy Festival will return March 8-19, 2023. Emerging and established sketch comedy ensembles (no stand-up sets or improv please) are invited to submit for the chance to perform live sets (20 – 75 minutes in length) as part of TOsketchfest23.

Choose from one of the following options

✓ -

I want to...
    begin a new form.
    continue an incomplete form.
    receive a list of my codes.

3) When you choose "begin a new form" it will give you the option to provide:

☐ Project/Show title
☐ First Name

☐ Last Name
☐ Email

For Project/Show title, please consider this your **Troupe Name**. For First Name, Last Name, Email, please provide the name and email for your main contact person. Hit the blue "next" button.

Please note as you move through the form, any field beginning with a small red box x is a mandatory field.

4) You will then get a pop up window that provides you with a Zone Festival Code that will allow you to revisit the form later on. We <u>strongly</u> recommend that you take a screenshot of this code, or write down the code for your future reference.

CODE | ZFWSZE60002   ✕

ZONE FESTIVAL CODE : It will allow you to return later to **COMPLETE** your registration.

Note :
This code does NOT allow you to modify the information once the form is submitted.
To change the information, you must contact the event directly.

Code | **ZFWSZE60002**

                                                                  Close

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5) You should then see a page that reads "01. Title" that autofilled your troupe name. Click the blue "next" button.

01. Title

☑ **Project/Show title** | How To Test |

6) You will now be on 02. Main Contact page. Please fill in address information that will help us know where your troupe is from in the world. You also have the opportunity here to provide notes and a troupe website. Feel free to leave the "Organization" and "Function" fields empty.

02. Main Contact

This is the most responsible person involved in your troupe, who checks and answers all of their emails in a timely manner. This is the contact to whom all business matters will be referred.

☑ **First name**   Damien

☑ **Last name**   Nelson

Organization

Function

☐ **Address**

☐ **City**

☐ **Province/State**

Country   -

☐ **Postal code/Zip**

☑ **Email**   damien@torontosketchfest.com

7) Page "03. Information" includes the bulk of the materials and resources we are seeking to help the jury consider your application. This page asks for a list of your troupe members, demographic information, accessibility rider, links to your live performance footage reels, show description, troupe bio, social media links, venue preference, and logistic info. Once each field has been filled, click the blue "next" button. You might have to press the next button twice.

03. Information

☐ **Please list your troupe members**

Please list the first and last name of each performing troupe member.

8) Page "04. Photo" is your opportunity to provide a photo of your troupe. If possible, a textless photo of your troupe, rather than a logo or illustration, is preferred. Please make

sure your photo is labeled with your troupe name (not "cast photo" or "Screen Shot 2022-10-22 at 10.37.45 PM")

Once you upload the image, it will ask you for a credit (who took the photo?) and a description (use this caption to describe what is in the photo). Click the blue "next" button when these fields are completed.

04. Photo

RuPaul_HowToExample.png

☑ MAIN Image (publications)

Credit RuPaul

Description RuPaul looks to the right past the camera in a pink low cut top, hoop earrings and large blonde hair. They sit in front of a blue and purple background with a crisscross design. Text at the bottom reads "by the way, the world's about to end."

➖ Delete

9) Page "05. File" allows you to upload any supporting documents you would like the jury to see in tandem with your live performance footage. Use the dropdown menu to select "N/A" no matter what file you are uploading.

05. File

Feel free to supply us with whatever supplemental documents you feel will help us make a decision and/or market your troupe/show (list of accomplishments, celebrity endorsements, press kits etc.).

Type N/A ▾

Maximum 40 MB Browse ...

10) Page "06. Validation" gives you a chance to review what you have submitted so far before moving on to the Fees page. If you have left any mandatory fields blank, this page will identify what is incomplete with a small red box . You must complete these fields in order to continue to the Fees page.

06. Validation
Incomplete!

☑ **Title**

How To Test

☐ **Main Contact**

Damien Nelson

Once everything is complete and the red boxes turn black, click the blue back button to make changes or the blue next button to move on.

If there is anything else you want us to know that may not have been addressed throughout the application, please feel free to include it in the Notes field on page "02. Main Contact" (step 6).

11) Page "07. Fees" is where you can pay the submission fee via PayPal or enter an access code. You will be brought to a PayPal page when you click the yellow "Pay Now" button.

07. Fees

The 2023 submission fee is $40 plus tax for a total of $45.20 CAD.

If cost is a barrier to completing your application, please reach out to damien@torontosketchfest.com for an access code.

Pay Now

[   ] **FREE WITH THIS WAIVER CODE**

12) Once the payment is approved you will be brought automatically to the final "08. Confirmation" page with an overview of what you submitted. Basically, once you pay or enter the access code, that is the equivalent of the "submit" button.

You should also receive a confirmation email at the address you listed in the Main Contact section, which includes a link to your confirmation page.

08. CONFIRMATION

☑ **Title**
How To Test

☑ **Main Contact**

And that's it! You did it!

Please feel free to reach out to damien@torontosketchfest.com with any questions or issues you may have while filling out the application and we will help you out!

Festival submissions close November 30. The TOsketchfest jury will then spend the month of December watching and rating submissions. You can expect to hear whether your submission has been approved or not by mid-January 2023.