



**WHYTE & MACKAY**  
**GLASGOW**  
INTERNATIONAL  
**COMEDY FESTIVAL**  
12 - 29 MARCH 2020

WHYTE & MACKAY GLASGOW INTERNATIONAL COMEDY FESTIVAL  
THURSDAY 12<sup>th</sup> – SUNDAY 29<sup>th</sup> MARCH 2020

## HOW TO BE INVOLVED IN THE GLASGOW INTERNATIONAL COMEDY FESTIVAL

Thank you so much for enquiring about taking part in the Glasgow International Comedy Festival, below is a little information on how your venue can get involved.

### INFORMATION FOR VENUES

The first thing to do is get in touch with the comedy festival office for a quick chat and to arrange a catch up at the venue. Even if your venue has been used to host comedy before, if it is a venue that hasn't been involved with the comedy festival before or is not known to us, we need to double check that it has all the correct kit and can be set up in a suitable way to host a show. Some of the main things we will be looking for are:

Staging

Seating

Lighting

Sound/ PA

Room – the comedy needs to be in a separate room that only paying customers can access

Box office facilities

Marketing

Subject to all these things being satisfactory, the venue will be asked to complete a venue registration form so that we have all the basic information that we need. On receipt of this the venue will be approved by the comedy festival office, and it can then be involved in the comedy festival!

### ACTS/ PROGRAMMING

If the venue already has comedy shows planned for the festival, whoever is going to be responsible for these shows should contact the comedy festival office with the show details. The office will then send a set up form along with details of the registration fee due. Once the completed form is received along with the relevant registration fee, the shows can be put on sale and will form part of the official festival programme.

If the venue doesn't have any shows planned but is looking for performers to put on shows, then the venue information submitted in the venue registration form can be uploaded onto our website [glasgowcomedyfestival.com/about-us/venues](http://glasgowcomedyfestival.com/about-us/venues) and viewed by acts that are looking for a venue. The comedy festival can also help venues to liaise with potential acts to match the most suitable act with the most suitable venue so please don't hesitate to call or send Jay an email.

Information on performers wishing to perform at the comedy festival is available via the GICF website: [glasgowcomedyfestival.com/about-us/downloads](http://glasgowcomedyfestival.com/about-us/downloads) or from the comedy festival office on request.

Please note that the **deadline** for submitting shows for the festival is **Monday the 28th of October 2019**.

### CONTACT

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