



## SUBMISSION GUIDELINES

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Totally Thames is an annual season of surprising, diverse and accessible arts and culture throughout the month of September along the 42-mile stretch of the Thames. It is curated and managed by the Thames Festival Trust, working collaboratively with artists, local communities, river interest organisations and businesses to bring the river alive every September.

Everyone is welcome to apply to join our programme, and we are eager to support artists, creatives, producers, river enthusiasts, young people, heritage professionals and businesses from all backgrounds to submit exciting and new ideas that hold the River Thames at their heart. We want you to think outside the box presenting either indoor or outdoor events, installations or activities that are in, on, by, beneath and about the river that encourage audience members to interact with and consider it in new ways.

For inclusion in Totally Thames 2019, we are looking for creative and accessible events and activity that respond to at least one of the following:

1. Explore unusual, hidden or untold stories connected to the River Thames
2. Raise awareness of plastic pollution in the River Thames
3. Include activity that encourages audience members to directly interact with the River Thames in unique ways
4. Incorporate digital media and technology using creative and stimulating techniques

We are particularly interested in activity that takes place in the month of September as opposed to year-round.

We welcome submissions from all who share our vision of interesting, open and participatory events celebrating our river, and particularly encourage project and event submissions from artists, creatives or curators who are:

- Emerging or early-career under 30s
- Black, Asian and Minority Ethnic (BAME)
- Disabled
- LGBTQ+

All events should:

- Take place in London between 1-30 September (inclusive)
- Be open to the public
- Be engaging and accessible as possible to a wide range of people
- Have a venue secured or in negotiation, it will be your responsibility to lead on this relationship though we can provide some advice
- Have funding secured
- PRS form submitted or to be submitted (we request proof)
- All licenses in place

We will be running an Open Surgery if you have any questions or queries about your event idea with a member of our team on **Thursday 14 March** from 10.30am - 2pm, and **Wednesday 20 March** 10am – 1pm, [book a 30 min slot in advance here](#). If you require any further information please contact us on **020 7928 8998**.

To apply, fill in the Expression of Interest form and, if you are an individual, the Equal Opportunities form and return to [contact@thamesfestival.org](mailto:contact@thamesfestival.org) by **Friday 5 April**, please be aware that we are unable to accept any submissions after this date.

If you have any photos, further information or videos that you think may strengthen your application please also attach.

Please note that the Thames Festival Trust is unable to provide financial support for events. Applicants will be responsible for securing funding of proposed events and projects covering production, obtaining all relevant documents to run their event including PRS licenses if your event contains any music, permissions, TENs, insurance, etc.

Applicants must be responsible, open and proactive in their approach to the partnership with us.

We aim to be accessible to all and advise that you consider this if your event is not free. We are happy to advise on pricing structure.

Selected participants will contribute to the promotion of their event as part of Totally Thames and Totally Thames overall where possible (e.g. on social media, newsletters etc.) Totally Thames 2019 leaflets and posters will be distributed for on-site use for all selected events and projects.

We ask partners for two tickets for their event so we can invite staff, stakeholders and potential future partners.

Selected participants will be expected to sign a partnership agreement with Thames Festival Trust and complete event/project evaluation.

## HOW WE SUPPORT YOU

Selected submissions will be part of our high-profile season of events in London supported by Arts Council England, Mayor of London, Port of London Authority and other partners. We will promote and support you for free with the following:

- Website listing
- Digital communications via our e-newsletter, social media channels, blogs
- PR opportunities
- Marketing & Press pack will be offered with announcement materials, template press release, and useful marketing tips
- Feedback cards to hand out at your events and/or online survey
- Support & guidance meetings
- Networking opportunities

## WHAT HAPPENS NEXT

The panel will look at submissions and assess whether submissions meet the programming criteria and contribute to programme's diversity.

All applicants will be notified by **Tuesday 16 April**.

Successful submissions will receive support and advice from the team and be part of the Totally Thames 2019 programme.

**Please note:** we cannot guarantee that your event will be accepted onto our programme. If you are successful but have submitted a number of events, we will only accept a maximum of two.