

MARQUETTE FRINGE

2026 Producer Handbook



Welcome to the very first annual Marquette Fringe Festival! We are excited that you are here for this new adventure!

First question, what is a Fringe Festival?

A Fringe Festival is for those acts outside the mainstream. Acts of theatre, dance, comedy, music, and more that you might not see in a traditional festival. Fringe acts are known for being strange and abstract, thought-provoking and irreverent, but they aren't required to be any of that. Anything performed at a Fringe festival is considered Fringe.

Who is this handbook for?

Anyone and everyone interested in creating their own show to perform during the Marquette Fringe Festival. It is meant as a guide on what to expect and how to interact within the Marquette Fringe Festival structure, whether you are completely new to running a show or if you have years of experience.

In this handbook, the term "producer" is used to mean the person who is the main communicator and organizer from your show responsible for communicating with festival staff. This could be the director of the show, a lead actor, a main musician, a writer, anyone involved in the show, as long as they are designated the responsible party.

If you don't find what you need here, you can contact fringefest@marquettefringe.org directly or through the Eventotron platform.

Land Statement

Welcome!

Marquette Fringe operates on the ancestral homelands of the Anishinaabe Three Fires Confederacy of Ojibway, Odawa, and Potawatomi nations. Gichi-namebini Ziibing is the traditional name for the Marquette area. It is now and has always been the home of the Anishinaabe people, who carry the will, intention and memory of those seven generations ago so as to continue in relation to the land in a good way seven generations in the future.* While the land was ceded to the United States through the Treaties of 1842 and 1836, the Anishinaabe retained the rights to hunt, fish, gather, and live on the land, continuing their practices based on deep knowledge and respect for the land.**

From this place of acknowledgement and truth, we extend our hands and hearts to the Indigenous nations who made Marquette county their home long before the building of our cities – and to all Indigenous people who continue to make this area their home.***

This statement is inspired by, and sections of it are borrowed from, the land acknowledgements of:

*NMU

**League of Women Voters of Marquette County

***Minnesota Fringe



Harassment Policy

Marquette Fringe is committed to creating a welcoming, respectful, and safe environment for all performers, volunteers, venue partners, staff, and audience members. We believe that creative spaces should be open and supportive, and that everyone participating in the festival deserves to feel comfortable and free from harassment or discrimination. This policy applies to all festival spaces, including indoor venues, public areas, performances, rehearsals, social gatherings, and online interactions connected to the festival.

All participants are expected to conduct themselves with respect and professionalism, to follow venue rules and staff direction, to honor personal boundaries and consent, and to contribute to a positive and inclusive atmosphere throughout the festival. Harassment of any kind will not be tolerated. This includes unwelcome verbal comments related to gender, gender identity, sexual orientation, disability, physical appearance, race, age, religion, or background; sexual harassment, inappropriate touching, or unwelcome advances; intimidation, stalking, or sustained disruption of performances or events; photography or recording of individuals without consent where inappropriate; physical aggression or threatening behavior; and harassing communication either in person or online that is connected to the festival.

Harassment can occur between anyone involved in the event, including performers, volunteers, staff, audience members, and partners. Anyone who experiences or witnesses harassment is encouraged to notify a Marquette Fringe staff member or volunteer as soon as possible, or to report the incident by emailing info@marquettefringe.org. Reports will be taken seriously, handled respectfully, and reviewed promptly. Individuals are not required to confront the person involved before making a report.

Marquette Fringe reserves the right to take any action deemed appropriate to protect the safety and wellbeing of the community. This may include issuing a warning, removing an individual from a venue or event, revoking performer or volunteer status, removing an individual from the festival without refund, or contacting venue security or local authorities if necessary. Retaliation against anyone who reports harassment or participates in an investigation is strictly prohibited.

Marquette Fringe exists to celebrate creativity, expression, and community. This policy is in place to help ensure that everyone can participate fully and safely in the festival experience. 4

Communications

You will receive regular updates and reminders through the Eventotron platform, including information about deadlines, and required paperwork. You are responsible for reading and responding to all correspondence from Marquette Fringe. Make sure you add Eventotron and the email fringefest@marquettefringe.org your address book/trusted emails so you don't miss the latest information from the festival.

The email associated with your Eventotron account will be the primary contact for all festival communications. If another member of your production reaches out, they must CC the producer.

Marquette Fringe Staff

Mike Bradford & Amelia Shirtz, Festival Co-Directors

Mike and Amelia serve as co-directors of Marquette Fringe, leading festival planning, venue partnerships, performer coordination, and overall event structure to ensure programs run smoothly from concept to execution.

fringefest@marquettefringe.org

Justin Vant'Hoff, Tech Manager

Justin oversees the technical needs for Marquette Fringe, coordinating sound, lighting, and production support across venues to ensure performances run smoothly and safely. info@marquettefringe.org

Alexa Haferkorn, Marketing Manager

Alexa is the one stop shop for marketing for Marquette Fringe, promoting events through our regular newsletter, social media management, and advertising.

marketing@marquettefringe.org

Bob Polzin, Spectacle Coordinator

Bob leads the return of the Marquette Spectacle, guiding the vision and organization of this open, community-centered performance space as part of the Marquette Fringe Festival. Spectacle@marquettefringe.org

The 2026 Calendar

May 15: 2026 Marquette Fringe Festival rolling applications open on [Eventotron.com](https://eventotron.com)

July 3: Marquette Fringe Festival applications close

Mid July: Artists selections finalized, all artists contacted

End of July: Venue/ scheduling assignments distributed to producers

July - September: Producer help sessions (scheduled as needed)

August 1: Paperwork deadline - Marketing materials

August 26-28: Mandatory Producer meetings via Zoom

September 27: Paperwork deadline - liability and payment information

Mid - September: Tech schedules distributed

October 20-22: Tech Week

October 23-24: Marquette Fringe Festival!



The Marquette Spectacle

Our Friday evening kick off event is called the Marquette Spectacle. It will be a joyful celebration of the new festival that honors both the spirit of the Phantasm and the original Marquette Spectacle that was last held in 2019.

Being outside, the Spectacle will have more freedom in what is possible for performers to do. Fire performances, larger dance troops, tall aerial rigs will have the space necessary to perform during the Spectacle. While the Spectacle will not be ticketed, Marquette Fringe will be setting aside ten percent of ticket sales from the weekend to go towards Spectacle performers.

The application process for the Spectacle will be the same for the rest of the Festival. During the application process, you will indicate if you are applying for the Spectacle. If you are applying to be part of the ticketed performances on Saturday, you may also be invited to preview your performance during the Spectacle.



Getting Started: How to Apply

Whether you are interested in producing your own show or as part of the Spectacle, the application process starts the same.

The full application process is contained on the Eventotron website. The producer will need to create a profile on the website, which is free and easy to use. Applications are accepted on a rolling basis; the sooner you apply, the sooner you can start work on your show!

Here are the steps you need to follow:

- 1) Go to <https://www.eventotron.com/> and click the Login / Sign Up button
- 2) Enter your email address in the 'New Users' box then click 'Register'. You will receive a password by email very quickly. If you haven't received a password within five minutes, please check your spam / junk email. If it's not there, please email help@eventotron.com and they will get you sorted out ASAP.
- 3) Once you have signed up and successfully logged in, click Festivals and Seasons and type 'Marquette Fringe Festival' into the search bar.
- 4) Hit the APPLY button and then input your show info! The more detailed information you can give us during the application process, the better we will be able to give you the best possible experience.

If you have any issues at all, please email fringefest@marquettefringe.org

Fringe's Responsibilities

When it comes to the Festival itself, there are certain things that Marquette Fringe provides every producer.

Venues

All our venues are Fringe-managed. During the application process, you will tell us what type of venue you envision for your show, and potential technical needs. Potential venues are non-traditional theater spaces that have been equipped for the duration of the festival with basic lighting and sound equipment.

Fringe provides:

- Basic theatrical lighting and sound equipment
- Technician(s) to run both
- Ticketing and Box office staff
- At least two multi-use chairs for stage use that are shared between all shows
- Direct input for musical instruments
- Print programs at each venue

Fringe will share technical information about spaces when venue assignments are made in July. Please do not contact your venue directly. Fringe takes over each venue so the venue itself will not have answers, but Fringe staff will. Reach out either through the Eventotron platform or directly by email to

fringefest@marquettefringe.org.

There will be mandatory virtual meetings at the end of August between a Fringe venue director and all the shows performing at that particular venue. At this meeting, we'll talk about preliminary things you should know about the venue, tech, and schedules, as well as Festival procedures and expectations. It's also a chance to meet some of your fellow performers.

Marketing

When it comes to press, Fringe will handle all promotion of the overall Festival. After your show is accepted into the festival, there are a couple pieces of information that we need to build our program and better promote your show. On Eventotron, you will have to fill in the name of your show, a description of the show, and a thumbnail or photograph at least 500 pixels across. The higher quality image, and the better description you can provide, the better promotion we can provide. This information will be due on Eventotron by **Saturday, August 1st**.

While we are doing the overall promotion, don't forget that you can also help promote your own show! Some of the information in your mandatory producer meeting will include marketing and social media tips and tricks to help you do some of your own promotion. When you post about your Fringe show, make sure to tag us too so we can share it with our Fringe audience.

Facebook: **@MarquetteFringe** Instagram: **@mqfringe**
Hashtags: **#MarquetteFringe #FarNorthOfOrdinary**

Additional Support

Producer Help Sessions

Creating a show is hard work, and Marquette Fringe is here to help. Between July and September, if you think your show could benefit from in-person troubleshooting, seeking guidance on production logistics, or have questions about technical requirements, please reach out to us through Eventotron or at fringefest@marquettefringe.org. While we might not have all the answers, we probably know someone who does and we'd like to use that knowledge to help you succeed.

Fringe Inventory

While Marquette Fringe is leaving the creative endeavors to you, we understand just how much time, money, and physical supplies that can take to put a show together. Fringe has some limited resources that we can share with producers of the festival, including potentially interested collaborative creatives in the community, Fringe's physical inventory of previous decor and raw materials, and limited funds for licensing assistance. Part of the application process will ask about potential needs, please be specific in your answers.

Producer Responsibilities

Your Show

Marquette Fringe will handle the technical and box office details, the producer is responsible for creating, casting, and outfitting their show. When creating your show, there are some things to keep in mind.

The show must abide by all federal, state, and local laws. While parody law allows for much, straight plagiarism and copyright infringement is illegal. If you are performing a published script, it is up to you to secure the rights. If you are making changes to a published script, you must gain permission from the publisher. If there is any significant use of copyrighted music, you are responsible for securing the rights to use that music. While a piece of music might be old enough to allow free use, a particular recording might still be copyrighted.

For additional copyright information, here are some resources:

- <https://www.copyright.gov/> - For fair use specifics.
- <https://fairuse.stanford.edu/> - Contains information on copyrights, public domain works, and the process of getting permission.
- <https://www.gutenberg.org/> - A large repository public-domain library works.
- <https://creativecommons.org/> - A nonprofit offering sharing and licensing guidance.

There may be a tight turnaround between shows, **as short as 20 minutes**. You must be able to load in and load out with minimal assistance from Festival staff. Keeping this, and the shared venue usage in mind, there are a few things we have to say no to.

- Smoking, fire, fog, or haze, Including, but not limited, to matches, flash paper, candles, and lighters.
- Rigging that requires attaching anything to the walls/ceiling/floors/permanent features of the venue. Including aerial work, hanging projectors,
- Firearms. Please contact us ahead of time about prop weapons.
- Full sized pianos.
- Things that create messes, including spilled liquid, food, or fine particles like glitter or powder.
- Anything that is unsafe for you or the audience.

If you would like to include any of the following in your show, you must check in with us early for approval. Early communication with us about using any of these will better help us support both you and the venue.

- Freestanding aerial rigging.
- Giving consumables (food or drink) to the audience. Usually this is not allowed, unless it's unopened and prepackaged.
- Use of prop weapons.
- Projectors and specialty electrical equipment like amps or light fixtures.
- Large confetti (can be more easily swept up).
- Heavy furniture or rolling furniture that could cause damage to venue floors.
- Tap dance. You may be required to bring a temporary floor.
- Animals. Live show animals may be prohibited in certain venues, require designated handlers both onstage or backstage, or require show warning labels due to allergies and/or phobias.

When tech and festival week arrive, you must provide:

- Your Show!
- Any sets, costumes, props and furniture
 - Any set elements need to fit in through a regular entry door: 30" wide by 80" high.
 - There is no guarantee for storage at any of the venues, please do not plan to store set items there during the Festival itself.
- Your own set moving labor.
- Two unmarked copies of the script or choreography breakdown, single sided with page numbers.
- Additional amps or cords for musicians.
- Projectors and screens or specialty equipment

A couple extra things to consider. A full theatrical blackout may not be possible in some of these venues, given the nature of the spaces and the need for emergency exit lighting. If you are interested in taking your own photography or videography of your show, we highly recommend taking those during your tech or dress rehearsal. After the festival, Marquette Fringe will give you access to all media captured during your show.

Paperwork Due September 27

To ensure a safe, professional, and well-organized festival for performers, venues, volunteers, and audiences alike, all participants in Marquette Fringe Fest will be asked to complete a small set of standard documents prior to the event. These materials help clarify expectations, confirm preparedness, and protect everyone involved while allowing performances to run smoothly across multiple downtown locations.

The following documentation **MUST** be submitted through Eventotron by **Sunday, September 27** in order to perform. Depending on the nature of the performance, additional documentation may be required.

Required paperwork may include:

- Signed Release of Liability and Participation Agreement
- Media/Photo Release Form
- Proof of liability insurance for performances involving elevated risk (e.g., fire dancing, aerial work, prop weapons, etc.)
- Copies of any required permits or licenses related to the performance (if applicable)
- Music licensing confirmation for performances using copyrighted music outside of personal ownership
- Technical needs and safety disclosure form outlining any special requirements for the act

These materials are not meant to be burdensome, but to ensure that all performances are properly prepared, permitted where necessary, and safe for both performers and audiences.

Ticketing Information

Ticket and Festival Pricing

We are committed to keeping the performing arts approachable and accessible while also ensuring that artists are meaningfully supported for their work. The festival's ticketing structure is designed to be simple for audiences and flexible enough to reflect the variety of venues and performances that make up the weekend.

Because the festival takes place across multiple downtown locations, ticket prices may vary slightly from venue to venue. This allows pricing to reflect factors such as venue size, capacity, scale of production, and the style of programming being presented in that space, while still keeping the overall experience affordable and welcoming.

Full pricing details, along with how ticketing will function at each location, will be shared with performers once venue placements and performance schedules are finalized at the beginning of August.

Complimentary Tickets

Bring a Friend:

As part of Marquette Fringe Fest, each performing artist or group may invite one friend, family member, or supporter to attend a performance at no cost through a Bring a Friend ticket.

This option is intended to make it easy for the people closest to the performer or members of a group to experience their work without complication, while still allowing the festival to manage capacity and audience flow across venues.

The invited guest may attend any one of the performer's scheduled shows during the festival. The performer will submit the guest's name in advance, and the ticket must be reserved ahead of time through the ticketing system. These tickets cannot be purchased at the door and must be purchased online. Guests will check in like any other attendee using their pre-registered name.

Artist Passes:

Each confirmed performer will receive an Artist Pass. One pass will be issued to each member of a performing group, providing access to attend other festival performances on Saturday.

The Artist Pass allows performers to experience the broader festival, support fellow artists, and engage fully in the collaborative spirit of Fringe. Pass holders may attend any scheduled show of their choosing, subject to venue capacity.

Artist Passes will be distributed closer to the festival date once final schedules and venue assignments have been confirmed. Additional details regarding how and when to use the pass will be provided at that time.



Payout Structure

Marquette Fringe programs all Saturday ticketed performances into curated 60-minute Fringe Blocks. A ticket is sold for admission to a scheduled one-hour block of programming at a venue, not for a single standalone act. Each block may contain one longer performance or multiple shorter performances that together create a full hour of Fringe programming. This structure allows for a wide range of artistic disciplines, lengths, and production styles to share equal value within the festival while keeping ticket pricing consistent across venues.

Because tickets are sold by block, payouts are calculated based on the total ticket revenue generated by that specific Fringe Block, rather than by individual act length.

From the gross ticket sales collected at the door for each 60-minute block:

- 70% is distributed to the performers programmed within that block
- 20% supports Marquette Fringe operational costs
- 10% supports Marquette Spectacle performances and free public programming

If a block contains multiple performers, the 70% performer share is divided evenly among those programmed within that hour, unless otherwise communicated in advance due to unique production considerations.

A check will be mailed along with a breakdown of your ticket sales to the address included in your festival application, no later than **Friday, November 13**.



**MARQUETTE
FRINGE**