

SPRING

BASEMENT  
THEATRE

Tea with Terrorists; Sameena Zehra/  
The Magnificent Weirdos Ltd;  
photographer Aimée Sullivan



NON-DES  
SEP-NOV

ARTIST HANDBOOK

2023



**Cat  
Ruka**

She/Her  
Executive Director



**Samuel  
Walsh**

He/Him  
Operations Manager



**Paul  
Bennett**

He/Him  
Technical & Facilities  
Manager



**Nicola  
Brown**

She/Her  
Marketing &  
Relationships Manager



**Adam  
Brown**

He/Him  
Bar & Front of  
House Manager



**Alex  
de Vries**

He/Him  
Systems Catalyst



**Vira  
Paky**

She/Her  
Artist Champion



**Taute  
Vaai**

She/Her  
Digital Storyteller



**Todd  
Waters**

He/Him  
Programmes Navigator



**Brit  
O'Rourke**

They/She  
Dojo Administrator

our staff



# Key Contacts

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PO Box 7273  
Wellesley Street  
Auckland 1010





JUN-AUG

RETNIM MATARIKI BASEMENT

THEATRE

THEATRE

RETNIM MATARIKI BASEMENT

2021

NAU MAI KI TE WHARE O BASEMENT  
**NZ INTL COMEDY FEST**  
20+ SHOWS OVER 3 WEEKS  
SEE WEBSITE FOR TICKETS  
COMEDYFESTIVAL.CO.NZ

BASEMENT

THEATRE

ON TONIGHT





## **Nau mai haere mai ki te rohe ā Ngāti Whātua Ōrākei me te whare tapere o Basement.**

Welcome to the sacred waters of Te Wai Horotiu and welcome to Basement Theatre! Before we get into it we take this moment to acknowledge the rightful custodians of these lands, their ancestors and their mana motuhake here in Tāmaki Makaurau.

We're really excited to have you and your show at our place. We've put together this pack to help answer your questions. If you have any other questions regarding the venue or how your show might work, please send Vira or Todd an email.

Please read this pack in full as the answer to many FAQs can be found here!

Afterwards, head to the Artist Base on our website - [www.basementtheatre.co.nz/resources](http://www.basementtheatre.co.nz/resources). This is your one-stop-shop for resources, templates, guides and everything you need to get your show humming like a busy lil bee! Bookmark this page so it's nice and handy for you to return to at any time.

This handbook is a breakdown of all of the things that need to happen before, during, and after your season. To help you find the answers you need, we have broken everything down into these handy sections:

### **Venue & Technical/Box Office/Money Talk/Marketing**

If you have specific queries, refer to the FAQ section, and if that's no help, drop us an email and we will do our best to sort it.



DAMN Party 2022;  
Photographer Ralph Brown





## **Risk Share to 'Hire For Nothing'**

In 2012, Basement Theatre received funding from Creative New Zealand as part of the Toi Uru Kahikatea investment programme to run under the 'Risk-Share' model.

Under the risk-share model, we would normally take a 20% cut from your box office as a venue hire charge - so if you win, we win, and if you go down, we'll be right there to catch you!

However, in 2022 we considered the rocky times and decided to operate a 'Hire For Nothing' model. We are pleased as punch to be able to continue this initiative in 2023. This means that Basement won't be taking that 20% cut from your box office for shows with seasons that are three nights or more - a zero venue hire for artists! Woohoo! Hopefully this will help take a little bit of that financial stress off. No cut means you could consider spending that money on something that will take your show to the next level - like putting a little cash in your collaborator's pockets, flashy tech, an epic set, or some spicy costumes. Make the most of it!



Gay Death Stocktake by  
Nathan Joe; pictured Sam Te Kani;  
photographer Ankita Singh





# Venue & Technical



## **Our Bar**

We have wonderful bar staff at Basement. The bar is open from Tues - Sat at 5:30pm. If you are wanting to wine and dine your guests on opening night, that's totally fine with us! In return, just get in touch with Joel on [bar@basementtheatre.co.nz](mailto:bar@basementtheatre.co.nz) to chat through options.

## **Our Technical & Facilities Manager**

Our Technical & Facilities Manager will be there to supervise  
tOur Technical & Facilities Manager Paul will be there to supervise the pack in and your use of the equipment, space, and to answer any queries that you might have. **They are not there to pack in or operate your show for you.**

## **Get a Crew Together**

It's up to you to get a crew together to bump your show in, rig the lights, move the seating block etc. This is way easier than it might seem - get your cast to help you out, get your Mum or Dad to make some scones, ask your mates etc. On the day, go over your plan before you start so that you make the most effective use of your time.



## Provide Your Own Operator

You will need to find your own technician to operate your show and remember you'll need to pack the show out on the other side, so keep that crew with you!

We have a number of great operators and technicians who have worked in the venue before. If you would like a recommendation, please contact Paul. You will need to pay a technician, so it's a good idea to budget for this up front (at Basement, we charge operators out at a rate of \$36/hr+GST at a three hour minimum). Please note: your crew **NEED** to rig your own lights, Paul cannot do your rigging, lighting design or operating. If you would like to hire an operator through Basement, you will need to confirm this with Paul at least two weeks in advance.

I Get So Emotional Baby; choreography  
by Jessie McCall; pictured  
Anu Khapung, Sofia McIntyre and Evie  
Logan; photographer Jinki Cambroner



## **We Provide Rostra and Seating**

We have rostra and seating in the venue that can be arranged and moved how you like. We have enough seating for 100 people in the Theatre and 63 in the Studio. When you arrive, the seating will be in a set end-on configuration. You can move this if you like, but be prepared to move it back at the end of your season. A Venue Technician can guide you to set up the seating bloc configuration, but your own crew will need to do the heavy lifting! We recommend dedicating at least four people for a couple of hours for this shift. If you are wanting to move the seating block, please make sure to liaise with Paul in the lead up to your season, to ensure minimum seat numbers and health and safety is all up to standard. You may seat on the rostra or cushions, as long as there is enough capacity for the allocated number of tickets (63 in the studio, 100 Main Stage) and as long as there are seats available to be added if an audience member requests or requires one. Any changes to the capacity can be discussed with Paul (Technical and Facilities Manager) & Sam (Operations Manager).

## **We Provide Lighting and Sound**

We have a basic selection of lighting and sound equipment that is available for you to use, mostly free of charge. Please see our technical inventory provided. Although no house rig is in place, we can often leave up useful lights and speakers from the previous production if they are going to be useful for your show. In most cases, additional lighting does not need to be brought in. As Basement has two performance spaces, you will most likely be sharing the venue with another group. As such, the entire technical inventory may not be available for use in your show. We have a projector, a MacBook Pro, a wireless mic and other gear for hire - please see our inventory for specific costs. Please let your designers know that we have three-phase power in both the Theatre and Studio.



## A Few Design Clauses (sorry!)

We cannot allow glitter or feathers in your production - unless you can make a really good case for why your show needs these elements, and clear it through prior arrangement. Sand and soil cannot be used as these elements can cause serious health risks.

Please note that smoke, haze, steam and fine powders will set off our fire alarms, and therefore cannot be used in your production at Basement.

Chrome Dome and Schizo by  
Dan Goodwin; pictured Dan Goodwin and  
Brit O'Rourke; photographer John Rata



## **The Dojo**

**Basement governs the Dojo, a performing arts community space that offers affordable hire rates to artists. The DOJO is a large, flexible space that is perfect for rehearsing, workshops, auditions, table reads, production meetings etc. It's also great for workshops and other meetings, although please note we give preference to community arts, theatre and performance hirers.**

**The space is \$8\* an hour (inc GST) for independent artists and producers, and unfunded arts community groups.**

**If you're using the space to rehearse for an upcoming show at Basement, we will deduct your booking cost from your settlement at the end of your season. When you go to book, you will be given a code to reduce the cost of the booking to \$0.**

**All bookings are a minimum of 3 hours. If you wish to have exclusive use of the space for a certain period, or have any other queries - please email Brit at [dojo@basementtheatre.co.nz](mailto:dojo@basementtheatre.co.nz). Please note, the space is unfortunately not wheelchair accessible.**

**\*This price may be reviewed in 2023/24**





## **WIFI Access**

We will provide you with the password to the WiFi guest network prior to your pack in.

## **Pack In Meeting**

The Producer and key creatives will need to attend a pack meeting with Paul no later than five days prior to your first performance date. This meeting is to talk about how you want to orientate the seating block, talk through technical elements, and troubleshoot any potential problems. At this meeting, you'll discuss all design and technical elements for your production, as well as Health and Safety documentation and production schedules.

## **APRA Music Rights**

If you are using any pre-existing recorded music in your show you should contact APRA to ensure you are complying with music rights. It is recommended that you get in touch with Dominique ([dpritchard@apra.co.nz](mailto:dpritchard@apra.co.nz)) ideally two-three months before your show.

## **Health & Safety**

Prior to the day of the first performance, the Producer will need to provide Basement with a finalised Risk Assessment document. The template for this will be provided to you prior to your pack-in meeting and should include a description of all hazards associated with your production, and detailed controls about how these hazards will be mitigated.

This document must be signed off by Basement prior to your first performance, otherwise we may need to delay opening doors until this is completed satisfactorily.



ScatterGun: After the Death of  
Rūaumoko by Kotiro Publishing Giant;  
pictured Ana Chaya Sootney;  
photographer Julie Zhu



## **If You're Feeling Sick**

The government mandates may be gone, but our frenemy covid (and a bunch of other nasty flus) are still hanging around.

If you are feeling sick, please contact your Producer or main Basement contact so we can work with you to discuss the best course of action.

If the worst case scenario arises and you need to cancel a performance please refer to the Cancellation Clause in your contract for more information and next steps.

## **Pack In Hours**

The maximum pack in hours at Basement are:

Sunday: 11am to 9pm

Monday: 11am to 9pm

Tuesday: access from 12:30pm

**On performance days you will have access to the venue from 5pm.** If you feel your pack-in will take longer than these hours scheduled, please let us know asap. If extra hours are required you will need to pay for a VT (\$32+GST per hour).

## **Cover Venue Tech Charges**

As a 'Hire For Nothing' show, you pay a subsidised flat fee of \$140 in the Theatre and \$115 for the Studio for a Venue Technician (or Paul!) to supervise your pack in and pack out. The VT will be there to: advise on setting up and de-installing a seating/staging config (if needed); help with technical requirements and troubleshooting; ensure your Operator is trained in some basic protocols; monitor health and safety; and ensure your team completes all parts of their pack out. Please note that the VT is only there on the opening and closing of your season. The VT cannot operate your show.





Shoes Off (at the door) - Janaye Henry,  
Courtney Dawson, Kura Turawhenua,  
Chardé Heremaia and Auntie Lianne;  
pictured Courtney Dawson, Kura  
Turawhenua, Chardé Heremaia;  
photographer LK Creative



## **Clean Up**

Just as it is our responsibility to keep the public areas clean and tidy, it's up to you to tidy and sweep the stage area each night, and to keep the green room and backstage areas clean. People use Basement all the time so we ask that you show your respect for them and us by using the correct bins provided, hanging up your costumes and keeping props stored tidily backstage. **If the space is left dirty, you will be charged \$300+GST for the cleanup.**

## **H & S Induction**

This will happen on the day of your pack in and will be led by our Technical & Facilities Manager, where they will give you a tour of the space, outline any of the hazards, and go over a few house rules.

## **Pack Your Show Out**

You will need to do this on the night that your show closes; this means returning the space to a neutral or default state. All set, lighting and sound will need to be derigged, and the seating block returned to its default state. Set, props and costumes should be removed from the venue that evening. Items can be left overnight only with prior approval. Please clean all spaces and make sure you leave them tidy. This is important because there will more than likely be a show packing the next day.

You have three hours to pack out your show, this should be more than enough time, however, if you go beyond this time you will be charged venue tech overtime hours (\$32+GST per hour). Basement will provide a Venue Technician to supervise your pack out; however they are not there to do the work for you!



Cxnt Vol. 1 - Logan Collis, Lyncia Müller,  
Cypris Afakasi, Peni Fakaua, Jonjon  
Cowley Lupo, Nathan Gacusan;  
photographer John Rata







TICKETS

TAKE YOUR  
SUPPORT  
ONE STEP  
FURTHER  
AND BECOME  
OUR ULTIMATE  
CHAMPIONS

SUPREMACY  
RUMOR  
LATERAL  
BPM  
FRI  
SHORT  
BASEMENTTHEATRE.CO.NZ  
FOR TICKETS



**Box Office**

## **Getting Tickets on Sale**

To get your tickets live, you will need to complete a ticketing form which Alex will send you and send us your image. Alex will send your ticketing link for final sign off before it goes live.

There are two options in 2023 for ticket prices.

### **1) Standard Ticket Prices**

Ticket prices are set at \$18 (Concession), \$28 (General Admission), \$22 (Cheap Wednesday), \$29+ (A donation ticket price if the audience wants to pay for than the General Admission price. They choose what they want to pay up to \$100). Please make sure that your budget reflects this. Concession includes seniors, students, unwaged, Under 30 and Equity Members. The ticketing fees are \$2.65 incl GST per ticket - this fee is included in the ticket price.

### **2) Choose What You Pay**

Your audience will choose what they pay between \$8 and \$100. By giving audiences the agency to choose what they pay, it offers more opportunities for different people to see and support your show without experiencing judgement. To find out more about Choose What You Pay, head to the Artist Base or get in touch with Nicola or Alex.



## How We Sell Tickets

Basement uses iTicket as a ticketing agent, with zero fees for the punter if they book online. They can also book with iTicket over the phone or over the bar when they arrive at Basement.

Complimentary tickets must be digital too - we will email all of your invited guests on the morning of your opening night for all comps you need across the season.

Please note Basement staff cannot take bookings over the phone or manage bookings for you, and we can't hold tickets aside for your cast to purchase.

## Ticketing Deals

**Cheap Wednesdays:** We encourage that 50% of your tickets on the Wednesday of your season be available at \$22 (For the Standard Ticket Price option). This will help bump up your house numbers on a traditionally slow night and generate valuable word of mouth early on in your season.



## **Track your Ticket Sales**

You will need to register with iTicket to become a partner on the event so that you can access it and track your ticket sales. Alex can help you out with this once you've made an iTicket account. It's really important to keep an eye on sales in the couple of weeks leading up to your show and when your show is on.

## **Comps**

You can have up to six comps in the Theatre and four in the Studio every night except opening, and four house comps are reserved for Basement to use in the theatre, and two in the Studio. If you go over your allocated comps limit, we charge a flat fee of \$6 per ticket.

Please let Alex know the amount of comps you want to put aside for opening night so that we can take them off sale (we recommend a minimum of 50% of your opening night house). If you want some ideas about who to invite, please ask us. We also have an opening invite list as suggestions. We recommend sending invites out at least three weeks before opening night.

Alex will send you a Google Sheet at least three weeks before your opening night to put your comps into.

We recommend that cast/crew comps are used on opening night. If your season starts to sell out and you are trying to accommodate comps at the end of the season, you might compromise some precious ticket sales.



## Ushers

Ushers check tickets and be responsible for opening and closing the doors. We would like to encourage the Producer of your show to usher on the Opening and Closing nights of your season. It is wonderful for audience members to know the face behind the project and feel welcomed into the space by those involved in the show. For the remaining performances in your season, we will provide an usher.

On the other nights, our Front of House staff will brief the ushers, but please ensure that our Front of House Manager (Joel) is well aware of how you want this done, i.e. you may have an interval or a moment when you need to open the doors for a performer.









# Money Talk



## **Budgeting**

The Basement team has a lot of experience producing work and can help you create a budget for your show that is realistic. You will see there is a budget template provided in the Welcome Pack. Have a go at filling this out, we don't mind if it is your first time creating a budget, we are happy to help you! We don't want you to make a loss on your show so let us help you out.

## **Basement Break Even**

**Usually Basement Theatre budgets on each show reaching a 40% house.** If you are programmed with us it means that we believe you can make this target. Even though we are going 'Hire For Nothing' this year, we still encourage you to reach for this target so that you can achieve fair pay rates for you and your team. You can use that extra money to pay yourselves a decent share of the profits so let's work together to hit that mark!



## **Box Office Payout**

On the Monday after your show closes, we will send you an email requesting your bank account details. Once we have received your bank details, the settlement will be paid out within 20 working days. We will generate a settlement invoice on your behalf which includes our share of venue hire and deduct any expenses owing. There will be a breakdown of the total ticket sales and any expenses deducted.

## **Funding Opportunities**

Need a bit more money behind you? Have a look into applying for funding through these organisations: Creative NZ, Waitematā Local Board, Creative Communities Scheme, Boosted (crowdfunding campaign). You can find out more about these funding avenues on the Artist Base.

## **Debrief and Feedback**

After your season, please fill in your feedback survey. We will also be in touch to organise an in person feedback session. We are constantly improving our systems here at Basement and your voice is absolutely vital for this. If something goes wrong then tell us so that we can make it right. We also need to know when things are going well so that we can keep doing them. Many of the great things about us are there because artists have been honest about both our weaknesses and our strengths. We take all feedback seriously and we try as much as possible not to take it personally!

If there is something specific that you want feedback on or you just want to talk about your Basement experience then we would love to sit down and work it through. We can do this as a group or individually, it's up to you. If you want us to provide creative feedback we are also happy to do this.

# Marketing





HAU MAI KI TE WHARE O BASEMENT  
**FLYING FETU FESTIVAL**  
WRITERS SHOWCASE FRI 6-30  
PUBLIC SESSIONS ALL DAY SATURDAY  
DAMN! PARTY THU FROM 7PM  
SNORT

**BASEMENT**

RESERVED  
2019 Temporary

We encourage  
you to wear a  
mask inside  
performance  
areas.

Photographer Ralph Brown



## **First Steps**

We need the following from you:

- A blurb about the show
- Your original marketing image (web) - at least 1MB, no text overlaying image
- Your original marketing image (print) - high-res, no text overlaying image
- iTicket images (540wx630h, 1600wx800h, 500wx500h)
- A copy of your media release which should be sent to Nicola for sign off.

We will be asking for an image from you pretty early on in the process so that we can have your show listed on our website as soon as possible. This can be a placeholder image and can be easily swapped out once you have your final image!

## **How We Support You**

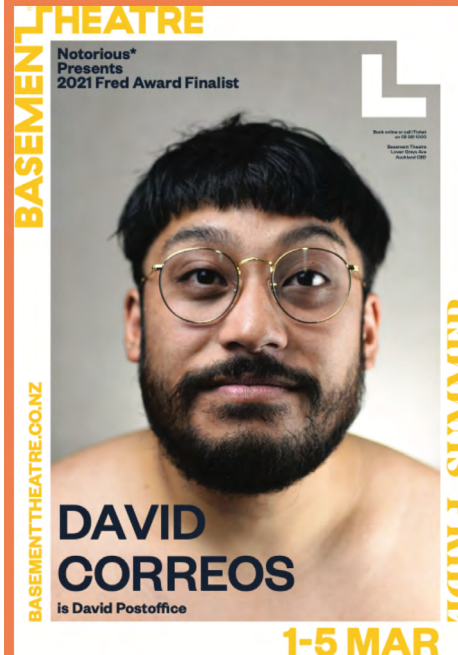
- Our website ([basementtheatre.co.nz](http://basementtheatre.co.nz)) has event details, booking details, photos, and images of all current and upcoming shows.
- We will list your show on Eventfinda, Our Auckland, Heart of the City, and The Big Idea as soon as your tickets are live.
- We will talk about your show in our e-news and publicise it on our social media channels.
- We launch a flyer every season, and will include the key details of your show.
- We will put up two A2 posters in the venue, one in the bar and one in the bathroom.
- We will also set up a meeting with you to brainstorm marketing and publicity ideas together!



## Our Poster Template

We require your A2 show poster that gets put up in the venue to be in our Spring poster template. If you're making your own poster, the poster templates/guidelines that we require you to use are in the Artist Base. Please try to keep the sizes of the items in the template as they are already. If you supply your graphic designer with your image plus our template and guidelines, they will be able to fit everything in together. It's easy as and should reduce your design costs considerably.

Please send your media release, poster and flyers for sign off to: [nicola@basementtheatre.co.nz](mailto:nicola@basementtheatre.co.nz). She can also help you with any questions you might have. You should aim to have your poster design signed off six weeks before opening night, so try and engage a designer early on if you're doing it yourself.



## **Printing and Distribution**

We have an account with Phantom Billstickers and they give discounts to all groups at Basement Theatre. You can get these services on our account which will then be paid out of your box office at the end of your season. If you are going to use the Basement account, the quote needs to be sent to Nicola and signed off before your campaign goes to print or is distributed.

Check out the Phantom Billstickers page on the Artist Base to see their printing and distribution costs, but please contact Phantom for an official quote.

## **Posters and Flyers for the Venue**

As soon as you have your posters signed off, Basement will print 2 x A2 to display at the venue on your behalf. This will be free of charge. We want to be able to fit everyone's posters on the walls, so we only allow A2 posters in the venue.

If you have flyers, drop them off to the bar to display during opening hours.



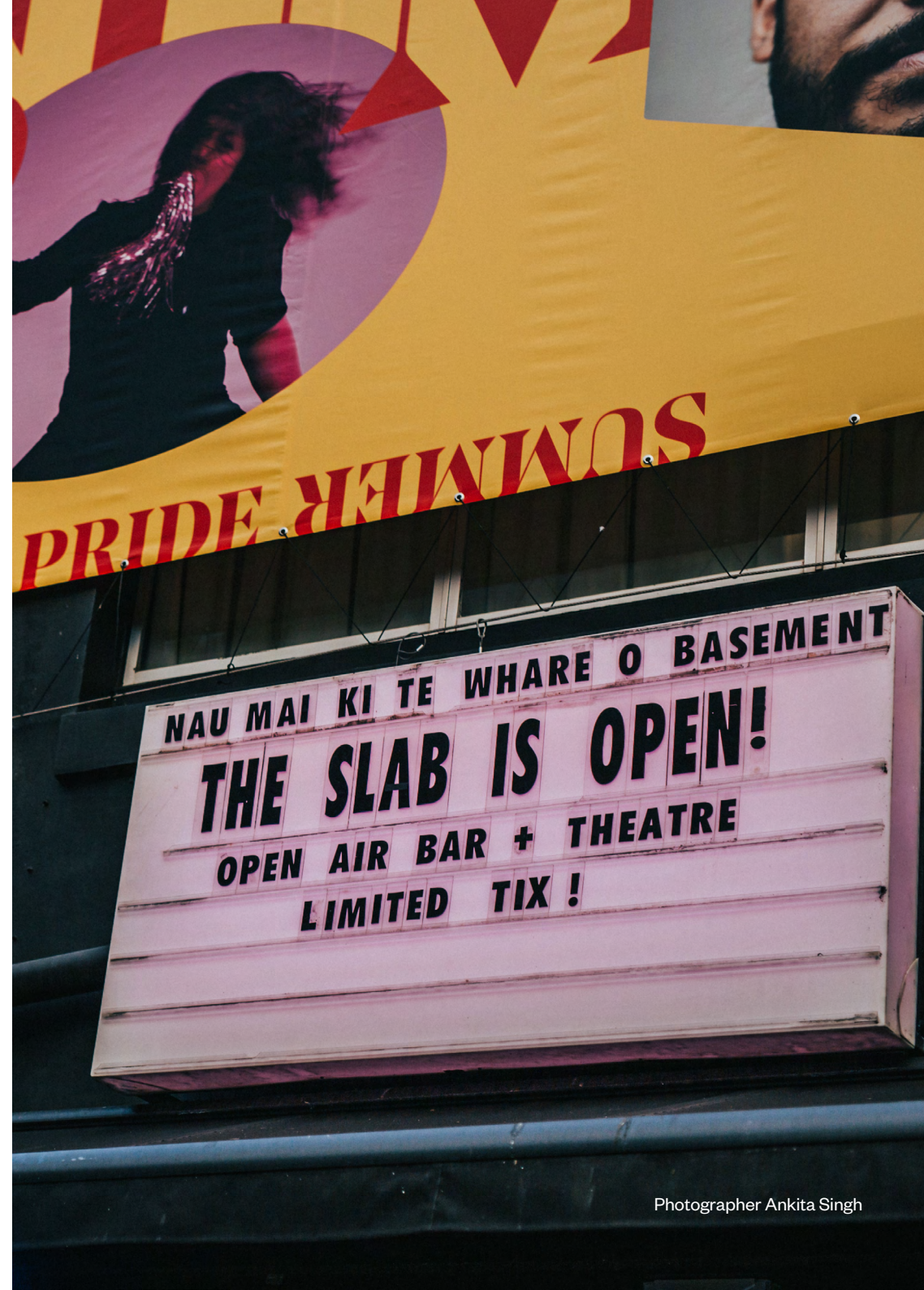
## Social Media

During your marketing meeting we can chat about social media and talk you through what works best on Basement's page to really make your social media campaigns shine. We'll help you plan a social media schedule, talk through options around paid social media advertising, and what we will post on Basement Theatre's social channels to support your show.

We will also give each show \$30 towards social media boosting on one of our social media accounts.

We recommend that you create a Facebook event to invite your friends along - it works as a helpful reminder for them! Don't forget to add Basement Theatre as a co-host. This helps you gain greater reach from people who are subscribed to our events and it also appears as a suggested event to people attending other Basement events.

As an artist programmed at Basement, you are part of a special community. Join our Basement Makers Facebook group and Instagram page to keep updated on artist info, and to find other creatives for your team if you are still building it.



# FAQs



**BASEMENT**

OPEN WED - T  
5:30PM TILL LATE

Face coverings  
must be worn here

Chubb

RESERVED

24H TOWAWAY

Photographer Ankita Singh



## **FAQs and their answers... mostly**

### **How do I put my show on at Basement Theatre?**

You put in a submission! We are like, dying to hear from you. You can find the submission form on the website in the For Artists section.

### **When do you take submissions?**

We programme in seasons - Summer, Winter and Spring. You will find the deadlines for these seasons on the For Artists Page of our website or by following Basement Makers on Facebook and Instagram.

### **What does it cost to put on a show at Basement Theatre?**

It costs you nothing up front. Nothing. Nada. Zip. Bupkis. At the completion of your season we will take out any staffing, gear hire, Dojo hire and ticketing fees.

### **When are the CNZ and Auckland Council Funding Rounds?**

The best way to find the information is to look on the organisation's website, go to the "Funding" tab on the Artist Base for a list of links to follow.

### **Can you write me a letter of support for my funding application?**

If we have programmed your show and you have received confirmation of the programming, and you give us plenty of notice then we can write you a letter of support.



**Can I use the Basement furniture for my set?**

All of our furniture in the bar needs to stay where it is, and cannot be used in your show. However we do have a few key items such as stools, trestle tables and chairs backstage - just ask Paul during your pack-in meeting.

**How do I find an operator?**

We can give you a few recommendations if you like, and you can hire someone through us if you give us at least two weeks notice.

**How many parking spaces does Basement Theatre have?**

None. Basement Theatre has NO parking available for artists. There is a loading zone in front of the steps for drop offs and pick ups only.

**When will I get the money from my season?**

Once we have received your bank details the settlement will be paid out within 20 working days.

**What is the capacity of the space?**

The Studio seats 63 and the Theatre seats 100. These numbers include your house seats and Basement's - but not the seat for the usher.

**What does Basement Theatre being "The Agent" in regards to ticketing mean?**

It means that we are selling the tickets on your behalf rather than our own, and that you are listed as the promoter of the event. This means that we don't have to keep the GST on the tickets, we can just pass all the income less our percentage and any bills.

### **What are the regular events at Basement?**

These take place on the set of the shows that are on in the space each week, and you may need to clear out quickly if your show is over 60 minutes, so please let us know ASAP if that is the case!

#### **SNORT. WEEKLY ON FRIDAY. 10PM(ISH). THEATRE.**

Late night comedy improv featuring some of NZ's top comedians.

#### **LIVE REEL. MONTHLY ON WEDNESDAY. 8:30PM. STUDIO.**

A live script reading which sees a rotating cast of actors, comedians, and special guests read classic movie scripts aloud.

#### **FRESH OFF THE PAGE. SEASONALLY ON THURSDAY. 8:30PM. STUDIO.**

Contemporary Asian plays hot off the press, performed in a series of free play readings. Read by Asian practitioners, written by Asian practitioners, directed by Asian practitioners. Produced by Proudly Asian Theatre.

#### **NO HOMO QUEER COMEDY. MONTHLY ON FRIDAY. 8:30PM. STUDIO.**

Bringing you the LOLGBTs every month with a line-up of the best queer stand-up comedy NZ has to offer. Hosted by James Malcolm and James Mustapic.

#### **BULL RUSH. MONTHLY ON THURSDAY. 8:30PM. STUDIO.**

Award-winning improv group featuring some of Auckland's most talented up and coming performers and comedians.

#### **ROBBIE NICOL'S LATE NIGHT PILOT. MONTHLY ON THURSDAY. 8:30PM. STUDIO**

Robbie Nicol interviews the most important political guests and the most funniest comedians, and tries to explain the world we're unfortunate enough to live in.







**BE  
TO  
MEANT  
YOU'RE  
WHERE  
RIGHT**