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APPENDIX A

QUESTIONNAIRE FOR FESTIVAL ORGANISERS

- 1.) Why, in your opinion, is an arts festival necessary?
- 2.) What are the difficulties in organising such a festival?
- 3.) What mistakes should one look out for when working on such a project?
- 4.) What has been the most rewarding aspect of your festival so far?
- 5.) What made you decide to get into this line of work?
- 6.) Briefly describe the steps one should take when organising an arts festival?
- 7.) Please list the names and portfolios of the organisational staff, and briefly outline their responsibilities.
- 8.) How do you go about marketing the festival?
- 9.) In the past, what has been the most difficult obstacle to overcome?
 - 9.1) How did you overcome it?
10. What is the most important thing to remember when organising an arts festival?
- 11.) Any tips for future festival organisers?

APPENDIX B

QUESTIONNAIRE FOR ARTISTS

Date:

Questionnaire regarding arts festivals

- 1.) Please state your name and profession.
- 2.) Please state the number of theatrical productions you have been involved with. (Excluding compulsory student productions that formed part of your training.)
- 3.) Would you regard these productions as (please mark all that apply):

Professional	<input type="checkbox"/>	Semi-professional	<input type="checkbox"/>	Amateur	<input type="checkbox"/>
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- 4.) Did you play any major parts (acting or otherwise) in any of the productions?

None	<input type="checkbox"/>
1 – 5	<input type="checkbox"/>
6 – 10	<input type="checkbox"/>
11 – 15	<input type="checkbox"/>
More than 15	<input type="checkbox"/>

- 5.) How did you get these parts?
- 6.) Were there any problems in getting these parts?
 - 6.1) Please motivate.
- 7.) Have you ever performed at an arts festival?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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11.2) If not, how do you think arts festivals should be adapted to cater for the needs of unestablished South African artists?

12.) Do you, as an artist, feel that there is a specific area of the South African entertainment industry (such as writing, acting, directing, etc.) that needs to be developed or needs to import “young blood”?

12.1) Please make suggestions.

13.) If so, do you think that arts festivals can be used as a method of satisfying this need?

13.1) Please explain how.

14.) As an artist, what is your general feeling about arts festivals in South Africa today? (What do you consider the strong points, the weak points and what changes would you like to see in the future?)

APPENDIX C

CHECKLIST FOR FESTIVAL ORGANISERS

<u>Tasks</u>	Responsible person	Contact number	Date planned	Date implemented	Date completed	Comments / Suggestions / Feedback
<u>Entries</u>						
Entries open						
Entries close						
<u>Scheduling</u>						
Schedules drawn up						
Schedules published						
<u>Legal aspects</u>						
Contracts printed						
Contracts signed						
<u>Technical teams</u>						
Technical teams assigned						
Technical teams						

trained						
<u>Rehearsals</u>						
Rehearsal schedules drawn up						
Rehearsal schedules published						
Rehearsals started						
<u>Lights</u>						
Lights designed						
Lights rigged						
Lights plotted						
Strike						
<u>Sound</u>						
Greetings written						
Greetings recorded						
<u>Publicity</u>						
Flyers designed						
Flyers distributed						
Posters designed						
Posters distributed						

Press releases sent out						
Photographs taken						
Photographs printed						
Photographs sent out						
Radio ads written						
Radio ads recorded						
Radio ads sent to stations						
Radio interviews arranged						
<u>Opening</u>						
Invitations sent out						
Refreshments arranged						
<u>Refreshments</u>						
Crews assigned						
Shifts assigned						
Stock bought						
Liquor licence obtained						

<u>Admin</u>						
Tickets bought						
Cash boxes arranged						
Float arranged						
Meetings and correspondence						
Meeting 1						
Minutes published						
Meeting 2						
Minutes published						
Meeting 3						
Minutes published						
Meeting 4						
Minutes published						
Meeting 5						
Minutes published						
Notices put up						
Notices put up						
Notices put up						
Notices put up						

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Notices put up						
<u>Clean-up</u>						
Crews arranged						
Cleaning materials arranged						
Post-festival clean-up						
<u>Décor</u>						
Meetings with venue managers						
Meetings with venue managers						
Meetings with venue managers						
Delivery of décor						
Removal of décor						
<u>Paying of fees</u>						
Dates arranged with artists						
Pay day						
Special arrangements						