
Production Brief (Cahier des charges)

Tours 2023 / Performing Arts

Description

The French Institute of India (IFI) is organising a yearly performing arts tour of French shows in the Indian territory as a part of its new strategy. These tours will be organised in collaboration with the network of Alliance Françaises in India (AFs). 4 live productions have already been identified to tour in India in 2023 & the 5th one is yet to be confirmed.

Between each performance, exchanges with Indian professionals, masterclasses & workshops for amateurs will be organised.

An analysis will also be carried out to see if any of these shows can be part of other Art Festivals.

For the same, the French Institute of India would like to engage the services of a Production Company or an Independent Producer to prepare, implement, coordinate and manage the logistics & budgets of the projects.

IFI's and AFs' Tasks :

- Finalise tour & calendar with artists
- Finalise budget & contract with the producer
- Identify and negotiate the use of the different venues
- Payment of visas, artistic fees & royalties to company
- Assist producer with information & inputs for applying & sourcing local permissions
- Reach out to local audience and partners who could attend the show or take part in some workshops
- Contact sponsors & press
- Coordinate the invitee lists of dignitaries for the projects, including Chief Guests, Dignitaries, Ministers and any other important officials

Producer's Tasks :

- Provide suggestions for reducing the Budgets through savings and cost cutting, garnering best deals with vendors and Third Party Agencies
- Coordinate with each city's Alliance Française
- Prepare a timeline chart in coordination with IFI
- Prepare tour plan
- Bookings for each city : Venues, Flights (Domestic & International), local transport, freight (Domestic & International), accommodation
- Facilitate customs clearances wherever required
- All technical requirements to be finalised with company's Technical Director
- Rent technical equipment & hire technical staff when needed
- Provide adequate and qualified Crew, in particular ushers and announcers
- Distribution of per diems to company
- Coordinate all stage properties and special requirements
- All statutory applications to be applied for, liaise with all statutory, government authorities and Third Party Agencies including but not limited to MCD, NDMC, Police, Archeological Survey of India (ASI) and all local authorities
- Third party liability insurance to be applied for
- Airport pick-ups and hotel check-in to be supervised
- Arrival and storage of the equipment to be organised and supervised
- Catering to be organised and available at the venue before the company's arrival
- Decoration and branding of the venue to be organised in coordination with the IFI communication team
- Media interviews to be facilitated on site (in collaboration with IFI & AF)
- Advice and arrange for security of stage properties, and any other items of the artists/groups related to the performances
- Ensure each Site is provided with adapted security measures, including the necessary manpower and security equipment, and a detailed crowd management plan detailing all entries, issues & emergency exits.