

## **TENT Welcomes — Information for Guest Programmers**

### **1. Application & Contact**

- You can submit your proposal via the central email address.
- Upon receipt, the proposal will be discussed internally by Team TW, after which a joint decision will be made.
- For further coordination, one fixed contact person from TENT will be appointed.
- You will receive a response to your application within approximately two weeks.

### **2. Responsibilities**

- As a guest programmer, you are responsible for the content, production, and final outcome of your programme.
- TENT acts as host and does not carry final responsibility for the content.
- TENT is responsible for its own team, the building, and the relationship with neighbours.

### **3. Team & Technical Support**

- As TENT is liable for all activities taking place in the building, TENT technicians and a TENT team member will be present during the event.
- The required deployment and hours will be determined based on the programme.
- You may also involve your own staff or volunteers, in consultation with TENT.

### **4. Budget & Costs**

- The project space is made available by TENT free of charge.
- Costs for additional freelance technicians and hosts are, in principle, the responsibility of the guest programmer.
- Required hours and personnel will be jointly estimated in advance.
- Material costs under €500 are currently covered by TENT.
- Other expenses, such as specific materials, set design, catering, additional technical equipment, or transport, are generally the responsibility of the guest programmer.

### **5. Equipment & Materials**

- If available, you may use TENT's equipment.
- Any additional technical equipment, furniture, or set elements not available at TENT will be at the guest programmer's expense.

### **6. Communication**

- As a guest programmer, you are primarily responsible for communication, promotion, and audience outreach, including mentioning TENT Welcomes and referring to TENT.
- TENT will publish the information you provide on its website and share the event through its own social media channels.

## **7. Documentation**

- Any documentation (photography, video, reporting) of your event is your responsibility.

## **8. Planning**

- TENT Welcomes generally takes place during TENT's regular opening hours: Thursday to Sunday, 12:00–18:00, unless agreed otherwise.
- The final schedule will be determined in consultation.
- Consideration will be given to other activities taking place in the same period and to the impact on neighbours.

## **9. Admission & Ticketing**

- Admission and ticketing arrangements will be agreed upon jointly with TENT for each event.