



# CONTRIBUTORS & VOLUNTEERS HANDBOOK

## SALT FESTIVAL 2021

# *SALT is...*

*A convergence of Art, Innovation and Culture.*

*A showcase of art in all its forms; conferences, innovation and ideas  
A focus on sustainability and how by working creatively, we can secure the  
future.*

*A platform for all that is possible.*

*The astonishing things which happen when innovative people connect and  
combine.*

*A community of artists, innovators, creators and visionaries.*

*A culture that cares and embraces possibility, is inclusive and celebrates  
together.*

*A culture that acknowledges the planet that we are part of and that sustains  
us.*

*Pivotal in the creation of civilisations.*

*Essential for human life.*

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# ABOUT THE SALT FESTIVAL...

The SALT festival will be held on Southern Eyre Peninsula, South Australia from April 16 - 25, 2021.

The SALT festival provides a platform for artists and contributors to showcase their ideas and to interact. It is an opportunity to make connections across topics and genres to build a new and innovative community.

SALT celebrates the impact of people converging through creative practice in arts, innovation, conferences and discussion, providing platforms for innovators and professionals to contribute and connect.

SALT provides a platform for any local contributor, business, or community organisation to put forward ideas for inclusion within the Festival program via application. This interest from the community is ever-growing with 220 events registered in 2018. Partnerships with community, organisations and business are strong and have further potential for expansion. Over the past 4 years, we have created a strong volunteer base which built employability and event management skills of TAFE students, a strategy that can be further developed.

SALT nurtures a range of skill sets, a diverse mix of ages, abilities and has very strong participation from young people in the community. Southern Eyre Arts will be further developing this capacity in 2021 and ongoing, increasing the number of partnerships with community organisations, businesses and suppliers and increasing the opportunities for the community to contribute and participate in a wide range of events and activities in the Festival period.

# ABOUT CONTRIBUTING...

SALT Festival invites creative contributors of all genres to be part of Australia's most significant convergence of art, innovation and culture. SALT Festival wants to activate the many inspiring spaces and venues of the Lower Eyre Peninsula, showcase the talents of local and visiting artists, innovators and creators, and shine a light on your concept, invention, idea or creation. We invite you to showcase your work, challenge your creativity and connect with other artists. Inspire and be inspired!

First – you must have applied online at:

<https://www.saltfestival.com.au/product/application-form-2021/>

Your application concept or ideas are the basis for your consideration of inclusion in the Festival. Once you have received the confirmation of your inclusion by email, read the terms and conditions and noted your acceptance, and paid any registration fees, you are ready to be a 2021 Contributor!

Now – You must provide SALT with detailed information about your Event. This includes the below checklist of actions, and please feel free to use as your working document:

Task	Action	Completed?
Task 1	Described your concept: An outline (limit it to 250 words) explaining what you are presenting to the Community.	
Task 2	Provided a high-quality image (.jpeg or .gif) to represent your event.	
Task 3	Provided an outline of you as a Contributor: Who are you and why you chose to be a part of SALT (again please limit it to 250 words).	
Task 4	Provided a high quality image (.jpeg or .gif) to represent yourself as a Contributor.	

Task 5	<p>Stated your preferred event date, time and location. You can consult with the SALT Co-Ordinator if you wish to find out what events might be held at the same/similar time to your own.</p> <p><i>Our trusty Co-Ordinator will do their best to accommodate you, but allowances may need to be made to avoid any timetable clashing.</i></p>	
Task 6	<p>Is your event free, or do you want to sell tickets? Please refer to our pricing and cost guide (Page 9) to ensure you cover your costs incurred when you set your ticket prices. If you are selling tickets you will need to advise us of:</p> <ol style="list-style-type: none"> <li>Types: ie Student/Concession, Child, Adult, Family Pass or are they all the same?</li> <li>Group concessions or bulk purchase tickets – if you have more than one event are you wishing to have a package rate for people to attend them all?</li> <li>Any specifics with regard to the sale of the tickets i.e.: age restrictions, content considerations (i.e. suitable for children?), or variant times.</li> </ol>	
Task 7	Do you wish to link any of your social media/ online links to your profile? Have you provided their site names?	
Task 8	Provided your ABN number (if applicable).	
Task 9	Provided your GST registration status (are you registered or not?)	
Task 10	Provided your bank account details (so we can pay you!)	
Task 11	Complete your Work Health and Safety information (as per Page 7-13) and send it into SALT.	

Task 12	<p>Finally, make sure you have carefully read and understood all the relevant information in this handbook and accept the <b>Terms and Conditions</b> of being a SALT Contributor prior to your event.</p> <p>PLEASE ACKNOWLEDGE YOU HAVE DONE SO, HERE:</p> <p>NAME: _____</p> <p>SIGNATURE: _____</p> <p>DATE: _____</p>	
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# ABOUT VOLUNTEERING...

SALT Festival invites creative contributors to be part of a convergence of art, innovation and culture. SALT Festival wants to activate the many inspiring spaces and venues of the Lower Eyre Peninsula, showcase the talents of local and visiting artists, innovators and creators, and shine a light on the community's concept, invention, idea or creation. The Festival's growing number of events each year means there are ample opportunities for volunteers to participate and contribute to the arts community. Events often range from a number of specialty areas meaning there is the option to customise your contribution to your skills and passions. Our volunteers are often the face of SALT Festival and therefore are a precious commodity!

To contribute to SALT Festival 2021 as a volunteer, first – you must have applied online at:

<https://www.saltfestival.com.au/about/get-involved/volunteers/>

We need to know what you are hoping to assist with, and what dates and times you might have free, so we can best match you to a space that needs some help.

Once we have confirmed you as a volunteer, we will slot you into the schedule and give you an update on where we have placed you. If the allotted placement doesn't suit, please let us know as soon as possible so we can find a replacement. We appreciate that people can get sick, injured, ill, or have life changing circumstances which affect their commitments, but if we are expecting you at an event and you do not show up, we will spend time unnecessarily trying to locate you.

As a Volunteer we like to keep you informed, engaged and part of the SALT crew. A training and information session will be held in the weeks prior to the festival. We will notify you of the date and time of this session via email.

# VOLUNTEER CHECKLIST...

Completed your volunteer information online?	<input type="radio"/> YES	<input type="radio"/> NO
Been advised of your events/timetable?	<input type="radio"/> YES	<input type="radio"/> NO
Attended the Volunteer Induction Event?	<input type="radio"/> YES	<input type="radio"/> NO
Had training/induction at following locations:	<input type="radio"/> YES	<input type="radio"/> NO
<input type="radio"/> Salt Shaker	<input type="radio"/> YES	<input type="radio"/> NO
<input type="radio"/> Nautilus Theatre	<input type="radio"/> YES	<input type="radio"/> NO
<input type="radio"/> Any event location you specifically might be attending i.e. café/hotel/gallery	<input type="radio"/> YES	<input type="radio"/> NO
<input type="radio"/> Do you feel confident you understand your responsibilities as a Volunteer including how to identify and notify risks to the SALT team?	<input type="radio"/> YES	<input type="radio"/> NO
Have you received your SALT T-Shirt? (this is to be worn during events you work at please)	<input type="radio"/> YES	<input type="radio"/> NO
Have you received your SALT Volunteer Lanyard? (this entitles you to discounts at some vendors for food/drink)	<input type="radio"/> YES	<input type="radio"/> NO
Have you seen the programme, or read about the various events for SALT 2021? Learning about the Festival helps you to provide information to others if required.	<input type="radio"/> YES	<input type="radio"/> NO
Have you read the list of Staff and contact information for SALT, and do you know who to contact if you have any issues or concerns?	<input type="radio"/> YES	<input type="radio"/> NO

# COSTS & PRICING

## Terms and Conditions of SALT Festival

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### **Pricing Overview - Total Fees to Contribute at SALT Festival 2021:**

Application Fee: \$50 (\$25 early bird pricing until 30th September 2020)

Approval Fee: \$100 (ticketed event/ food and beverage providers) \$30 (Free Event)

Food and Beverage Providers: application and approval fees as above plus \$25 per contributing day.

Commissions apply to the sale of all tickets, artworks and goods and services.

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All events, venues or contributors that wish to be involved in the SALT Festival 2021 must pay the relevant application fee, approval fee and any additional fees (as per below) prior to being included in the program.

### **\$50 Application Fee (\$25 early bird application open until 30th September)**

*All contributors that wish to be involved in SALT Festival 2021 need to meet a professional festival standard and fit the ethos of SALT as determined by Southern Eyre Arts. This application fee covers the administration required at this stage of the application process, and is non-refundable\*.*

*\* Should the festival or your registered event need to be cancelled as a direct result of COVID-19 or associated restrictions a full refund will be made available.*

### **Approval Fee - \$30 for Free Events / \$100 for Ticketed Events & Food and Beverage providers:**

*Upon approval of your application, an additional \$100 fee will be charged for events charging an entry free (for profit), and \$30 for free events with no ticket cost. This covers your inclusion for the duration of the SALT Festival, attributing to the costs of administration, marketing, publicity and the general promotion of your involvement in SALT Festival 2021. It will pay for SALT's support in the coordination of the event, including promotion on our website, and targeted media campaigns for the SALT Festival. It will allow your event to be featured in the official program, and across our social media channels. This fee will be invoiced upon approval and must be paid in full prior to your event being published in the program or tickets being made available.*

*Production costs, hire of venue/s, permit fee/s, liquor licensing fee/s, electrical, security or ongoing costs may be additional to the fees paid in your application fee, and will be negotiated with each contributor to suit requirements depending on the situation. Please speak with the SALT Co-Ordinator if you have concerns about additional expenses incurred.*

### **Additional Fees and Commission**

- *ANY Food service providers will pay application and approval fees (as above) to be involved in the festival, plus an additional daily fee of \$25 for each day of service.*
- *SALT charges a 15% ex. gst commission on tickets for non-licensed events (whereby liquor is **not** being sold) and 20% ex. gst commission on tickets for licensed events (events with a liquor licence).*
- *Our ticketing provider charges the ticket buyer a booking fee*
  - *3.75% of ticket value + \$1 (Excludes free events)*
- *Commission 15% is payable to SALT for the sale of artwork*
- *Commission 25% is payable to SALT for all goods and services (excludes food or drink) including merchandise products.*

# IMPORTANT DATES...

- Registration for SALT Festival
  - **Opens:** July 1st 2020
  - **Early bird closes:** September 30th 2020
  - **Final Applications:** 1st November 2020
- Contributors Networking Events:
  - **TBA** (These events will be held digitally - please subscribe to the SALT E-news and/ or Social Media Channels to be kept up-to-date)

*These events allow Contributors to engage in collaboration for events, or discuss ideas with the SALT Team prior to the closure of the registration application.*

- Contributors Information Session:
  - **TBA** (Registered Contributors contacted via email)

*These events will give Contributors further information about the progress of the Festival, give training and information on WHS, advice on marketing and advertising and answer any questions or concerns raised prior to the Festival.*

- SALT Festival
  - **Opens:** 16<sup>th</sup> April 2021
  - **Closes:** 25<sup>th</sup> April 2021

# CONTACT INFORMATION & STAFF...

Southern Eyre Arts – Jack Ritchie (Chair)

P: 0458 274 444

SALT Festival Coordinator – Eliza Wuttke

E: [info@saltfestival.com.au](mailto:info@saltfestival.com.au)

P: 0407 446 106

Office hours and location:

Currently by arrangement. Please email

[info@saltfestival.com.au](mailto:info@saltfestival.com.au) to organise a meeting.