Checklist
für application documents

transeuropa 2027: *beyond borders of time and space*
International festival for performing arts | Hildesheim

This document lists all information and files required for a complete submission via the online form. Please prepare these documents before filling out the form.

1. General Information & Contact

- ✓ **Project / Production Title**: Working title or final title.
- ✓ **Name of the Collective / Artists:** Legal name of the group, plus the individual participants and their roles.
- ✓ **Main Contact Person:** Full name, role, email address, and phone number.
- ✓ **Current Center of Life and Work:** City and country of your current working location in Europe.
- ✓ **Emerging Artist Status:** Brief self-disclosure explaining why you identify with the young, independent scene / emerging artist sector.
- ✓ **Short Biography / Portfolio:** Summary biography of the collective or participants (max. 500 words)

2. Artistic Concept & Production

- ✓ **Format:** Classification (e.g., theater, dance, performance, site-specific intervention, installation, hybrid, etc.).
- ✓ **Submission Status:** Indication of whether this is an existing guest performance, a remount, or a planned new production (including a timeline and implementation plan).
- ✓ **Short Description (Pitch):** Summary of the production for the jury's initial screening phase (max. 250 words).
- ✓ **Concept & Thematic Reference:** Detailed description of the content-related and aesthetic engagement with the theme *"beyond borders of time and space"* (focusing on space, temporal structures, or shifting boundaries; max. 250 words).
- ✓ **Duration of Performance:** Stated or estimated approximate length without intermission (at least 30 minutes).

- ✓ **Language Concept:** Spoken/used language(s) as well as the planned accessibility concept (e.g., English surtitles, text handouts, or language-independent format).
- ✓ **Target Group:** Specification of the primary target audience

3. Screening & Visual Material

- ✓ **Screening Video (Link):** Streaming link (e.g., Vimeo or YouTube, including password if applicable) to a video excerpt (max. 10 minutes; no full recording). For new productions: representative work samples from previous projects or a conceptual teaser of the planned project
- ✓ **Visual Material:** Link (e.g. imgur, swisstransfer etc, including password if applicable) to 2 to 4 high-resolution photos in print quality of the production or conceptual image designs, including information on image rights (photo credits).

4. Technology & spatial requirements (Technical Rider)

- ✓ **Technical Rider:** Short list of minimum technical requirements regarding lighting, sound, video/media, and other technology (for new productions: a well-founded initial estimate). A detailled rider will be reqeusted after the first round of curation and should be available at the beginning of february 27.
- ✓ **Spatial Requirements:** Required minimum dimensions of the performance area (width x depth x clear height) and specification of the spatial requirements (e.g., classical theater space, black box, outdoor area, specific urban space, or vacant property).
- ✓ **Times & Personnel:** Required times for setup, rehearsals, and teardown, as well as the number of technical personnel required.
- ✓ **Team Size:** Total number of traveling persons (cast & crew).

5. Accessibility & Inclusion *(Optional)*

- ✓ **Accessibility Needs of the Group:** Necessary framework conditions for the traveling team (e.g., step-free access to accommodations and venues).
- ✓ **Existing Accessibility Formats of the Production:** Note if the piece already features audio description, touch tours, or sign language translation.

your transeuropa team