

GUIDE TO FESTIVAL MANAGED VENUE APPLICATIONS 2025

Festival Managed Venues (FMVs) for the 2025 Melbourne International Comedy Festival include a variety of spaces in and around the CBD. Please note that venue capacities and configurations may differ from previous years.

All FMVs are equipped with a sound, lighting, staging and seating package. Any additional equipment must be arranged in consultation with our production team and paid for by you. Where possible we will arrange the sharing of costs with other shows in the same venue. The number of technical staff included will depend on the venue and nature of the production and this will be confirmed in venue offers. All required front of house and box office staff will be provided within the venue rental.

All Shows in FMVs are ticketed through the Festival's appointed ticketing provider. Ticketing charges will be confirmed with your venue offer. Ticket prices are determined by you, but the Festival will review these to ensure they are appropriate in relation to venue costs. Note that inside fees must be included in the advertised ticket price.

You will be responsible for all creative and financial aspects of your show as well as all marketing and publicity.

When filling out the FMV Expression of Interest you will be asked for details about your show. We understand that it may still be in development but the more detail you can provide now, the better. In particular, information regarding the number of cast members, technical requirements including AV, whether there is music in your show etc. may affect which venue is appropriate, so please make sure to include this in your application. There are varying limitations on what is possible in each venue and this can change from year to year. Once you have accepted an offer, you need to work within the technical constraints of that space. (For example, you won't be able to introduce loud music into a venue with sound bleed issues or increase your cast to 10 people in a venue with extremely limited space).

You will need to provide the following supporting documents with your EOI:

MARKETING PLAN

It's important that you have a plan to sell tickets because whether you are in an FMV or one of the many independent venues around Melbourne, ticket sales are how you pay your venue rental (and other costs). Your Marketing Plan should cover all aspects of your promotion, describing the audience you are trying to attract and how you plan to connect with them.

MARKETING BUDGET

Your budget is a tool to help you assess the viability of your festival season, balancing your expenses against ticket sales income. Venue rental costs at FMVs can vary. We suggest you use 30% for the purposes of this budget but note this is for modelling only. Actual venue rental will be confirmed with any offer. If you are unfamiliar with creating a show budget please refer to our [sample budget here](#). For your FMV application, you only need to provide a marketing budget.

SUPPORTING MATERIAL

Please provide any further support material you may have, including but not limited to performer bios, videos, information about your show, reviews and articles, full tech specs, and images.

Competition for FMVs is high and completing an EOI does not guarantee you a spot. We urge participants to apply for Independent Venues in addition to FMVs to keep your options open. If your EOI is successful, you will receive a venue offer with details of the room setup and venue rental.

FMV Expressions of Interest may be submitted at any time, please note that **applications will not be accepted after Tuesday 22 October, 2024.**

All international artists (except NZ) must have approval to perform as part of the Festival. Before submitting a FMV EOI, please open a conversation with the Festival Director by emailing registration@comedyfestival.com.au.

If you have any questions about FMVs please email Sasha Catalano sasha@comedyfestival.com.au.

[CLICK HERE TO APPLY](#)