**The Late Shows 2020**

The 14th annual edition of The Late Shows will take place on **Friday 15** and **Saturday 16 May 2020**.

The Late Shows on Friday 15 May will take place in the Ouseburn Valley only.

On Saturday 16 May, it will take place at venues in central Newcastle and Gateshead only.

Events on both evenings should run from 7–11pm.

Late Shows submissionswill be accepted from venues which:

* Are based in the Ouseburn Valley, Central Newcastle or Central Gateshead.
* Promote arts, heritage and culture of all sorts including film, art, drama, literature, poetry, dance, music and craft.
* Are not customarily open in the evening.
* Are prepared to open from 7pm, closing at 11pm during The Late Shows.
* Open for free to visitors during The Late Shows.
* Offer an engaging, free event for Late Shows visitors (see About Your Event).
* You may also open earlier from 5-7pm and take part in Twi-Lates – a fringe programme for 12-17 year olds.

**About Your Event**

Please read the Guidance Notes on planning a Late Shows event before completing the form. There are some criteria for inclusion in The Late Shows:

* Primarily (although not exclusively) events should appeal to the 16–34 year old market. **Please let us know if your event is suitable for over 18s only.**
* Where possible, please avoid performances/activities that can only take place at certain times throughout the evening. If this is necessary, please state the starting times. Activities/events should last no more than 15–20 minutes in order to encourage people to move around venues. To avoid disappointing visitors there should be at least one event per hour.
* Entry to the venue must be free to Late Shows visitors, however, you may charge for admission to exhibitions or for visitors to participate in activities on the night. Any charges must be made clear in the information you provide for the website and brochure.
* If possible, please programme an event or activity that is supplementary to what you would usually offer.
* We encourage proposals for events that have a participation element where appropriate.

**Both nights - Twi-Lates**

**5-7pm**

We are asking all venues to consider offering a Twi-Late event, on the same night as their other Late Shows offer – this will be the Friday night for Ouseburn venues and Saturday for everyone else.

To take part in Twi-Lates you will need to offer an event that:

* Takes place between 5pm and 7pm on the same night as your other Late Shows event
* Is appropriate for teenagers – this is not children, our target audience is 12-17years
* Is suitable for 12-17year olds to attend independently, or with families
* Takes place in an environment that teenagers and their families will consider safe
* Is appropriately supervised and is risk-assessed
* Ideally includes interactive activities – young people have told us they prefer to “make” than “see”
* In keeping with the rest of The Late Shows programme, entry to your venue must be free to those attending. Ideally, it should be a drop-in event too, although workshop style activities can be attractive to this age group.

Teenagers tend to like new, fresh and interesting offers, explained in clear language that focuses on the type of activity rather than using art-form specific terminology. Please bear that in mind when submitting details of your Twi-Late event. Twi-Lates are part of City of Dreams ([www.cityofdreams.org.uk](http://www.cityofdreams.org.uk)). For enquiries about Twi-Lates contact Ben Dickenson, ben@cityofdreams.org.uk

**Your submission**

**Venue Name and Address (including postcode):**

**Is your venue wheelchair accessible? Please give details where necessary:**

**Communications contact:**

**Proposed activities or events – the text you submit here will be used in the printed brochure and on the website to promote your event so please consider this when writing your copy. Text must not be longer than 100 words. We may edit your text due to space constraints.**

**Friday 15 May** – The Late Shows in the **Ouseburn Valley** only. 7–11pm.

**Saturday 16 May** - The Late Shows across **central** **Newcastle and Gateshead** only. 7–11pm

**Friday 15 May (Ouseburn) or Saturday 16 May (central Newcastle or Gateshead) – Twi-Lates.** 5-7pm

Please return this form **along with a high resolution photo of your venue/event** to: info@thelateshows.org.uk or jonathan.loach@twmuseums.org.uk no later than **Monday 5 March 2018.**

Please send your completed entry form to info@thelateshows.org.uk by **Friday 28 February 2020.** Don’t forget to supply an image for marketing use, along with any image credit required.