

Edge Theatre and Weston Studio Bidding Guidelines for Student Groups 2025/26

Introduction

Welcome to the Edge Theatre and Weston Studio Bidding Guidelines for Student Groups 2025/26! Does your group want to put on a show or event in one of our theatres? If so, this document is for you – it details everything you need to know about putting on shows in the Edge Theatre and Weston Studio and how to bid for a slot.

We want all student groups to feel that they can propose a show – whether for a long-established activity or a brand-new idea. We heard your feedback about the challenges groups faced with the previous process and we hope this new approach will provide better opportunities for groups and help ensure our staff can best support each group's creative and logistical event needs.

This new process has been developed with feedback and input from student groups, student leaders, SU Officers and our specialised Arts and Technical staff.

First things first, when are the deadlines?

The Edge Theatre and Weston Studio are programmed a year in advance. We know how much creativity, time and work goes into every event and want to give groups the opportunity to plan and produce the best event they can.

However, we also appreciate that often the best ideas come when you least expect them or in response to external factors. With this in mind, we are keeping three slots in Semester 2 available for new bids only in Semester 1 of 2025/26. This will allow for new groups, collaborations or ideas that emerge in Semester 1 to come to fruition in Semester 2 without waiting another year!

Standard Slots

Bidding Deadline: Sunday 6 April 2025, 23:59

Panel: Tuesday 29 and Wednesday 30 April 2025, afternoon

Additional Slots

Bidding Deadline: Sunday 9 November 2025, 23:59

Panel: Wednesday 26 November 2025, afternoon

What are you bidding for?

The Edge is the University's dedicated arts building which opened in 2014 and hosts two state-of-the-art theatres (the Edge Theatre and Weston Studio) in addition to multiple performing and visual arts rehearsal spaces and studios. The Edge's dedicated arts facilities are professionally managed by the Students' Union and host dozens of events and thousands of group and individual bookings each year. In addition, the Edge Theatre is utilised by Timetabling during Semester Monday-Wednesday for academic seminars, whilst several weeks each summer are allocated to Conferences & Events.

Note this process does not include bids for Bath Fringe in late May/early June. Groups wishing to book either theatre for Bath Fringe should contact the SU Arts team separately.

The Edge Theatre

The Edge Theatre is a proscenium arch theatre which seats up to 219 people and typically holds over 50 group shows per year. Complete with a fully accessible green room comprising of 2 dressing rooms, toilets and showers, the theatre is well equipped to host performances across music, theatre and dance, as well as film screenings.

Key facts:

- Maximum seated capacity: 219
- Maximum stage capacity: 90
- Dressing room capacity: 26
- Audio show relay

Things to bear in mind:

- It's a big space – are you confident you'll sell enough tickets to make the show viable?
- Both seated and stage capacities are evaluated on a case-by-case basis depending on sets, filming etc.
- Additional rooms in The Edge can be booked as dressing rooms if cast size exceeds 26

The Weston Studio

The Weston Studio is a black box theatre which seats up to 96 people. The studio has retractable tiered seating which enables a number of possible configurations, with a full lighting rig and technical set-up. The Studio naturally lends itself as an alternative creative space for a range of experimental events such as in-the-round performances and fashion shows in addition to talks and screenings.

Key facts:

- Maximum seated capacity: 96
- Maximum stage capacity: 36
- Dressing room capacity: 5
- Audio show relay

Things to bear in mind:

- It is a flexible space and allows you to do things not possible in the Edge Theatre – be creative!
- Both seated and stage capacities are evaluated on a case-by-case basis depending on the configuration of the room, we'll work with you to confirm these
- Additional rooms in The Edge can be booked as dressing rooms if cast size exceeds 5 (it probably will!)

How much time will we get in the theatre?

We have 1 and 2-week slots available in the Edge Theatre and 1-week slots available in the Weston Studio. You'll work with Backstage to plan your production schedule in advance of gaining access to the theatres, as they'll need time to prepare the space ahead of your cast access. See below each of the different slot types including basic schedules to help you plan your bid accordingly. Note there is a bit of wriggle room in the schedules to allow each group to tailor to their own needs, but rehearsal dates must be agreed with Backstage and show dates pre-agreed with the SU Arts team.

2-week Edge Theatre Slots

These slots are designed for large-scale productions that feature big casts and high-level technical production. Think of original sets that need to be constructed in-situ and devilishly complicated lighting rigs! The 2-week slots allow for Backstage to prepare the Theatre ready for your production and a full technical rehearsal on the weekend before the shows.

For 2-week Edge Theatre Slots you'll automatically have the Weston Studio reserved as your dressing room for shows, bringing dressing room capacity up to over 100 people.

| | Morning | Afternoon | Evening |
|-----------|-----------------------------|-----------------------------|--------------------|
| Monday | <i>Teaching (no access)</i> | <i>Teaching (no access)</i> | Rig |
| Tuesday | <i>Teaching (no access)</i> | <i>Teaching (no access)</i> | Rig |
| Wednesday | <i>Teaching (no access)</i> | Rig | Rig |
| Thursday | Rig | Rig | Rig |
| Friday | Rig | Rig | Rig |
| Saturday | Rig/Tech Rehearsal | Rig/Tech Rehearsal | Rig/Tech Rehearsal |
| Sunday | Rig/Tech Rehearsal | Rig/Tech Rehearsal | Rig/Tech Rehearsal |
| Monday | <i>Teaching (no access)</i> | <i>Teaching (no access)</i> | Rig |
| Tuesday | <i>Teaching (no access)</i> | <i>Teaching (no access)</i> | Rig |
| Wednesday | <i>Teaching (no access)</i> | Dress Rehearsal | Dress Rehearsal |
| Thursday | Rig | Rig | Show 1 |
| Friday | Rig | Rig | Show 2 |
| Saturday | Rig | Rig | Show 3 |
| Sunday | De-rig | | |

1-week Edge Theatre Slots

These slots are designed for medium-scale productions and will be suitable for most groups. You'll still get time for a dress rehearsal and can opt for 1-2 show nights.

| | Morning | Afternoon | Evening |
|-----------|-----------------------------|-----------------------------|---------------------|
| Monday | <i>Teaching (no access)</i> | <i>Teaching (no access)</i> | Rig |
| Tuesday | <i>Teaching (no access)</i> | <i>Teaching (no access)</i> | Rig |
| Wednesday | <i>Teaching (no access)</i> | Rig | Rig/Dress Rehearsal |
| Thursday | Rig | Rig | Rig/Dress Rehearsal |
| Friday | Rig | Rig | Show 1 |
| Saturday | Rig | Rig | Show 2 |
| Sunday | De-rig | | |

1-week Weston Studio Slots

These slots are designed for small and medium-scale productions and will be suitable for most groups. You'll still get time for a dress rehearsal and can opt for 1-3 show nights. Note some slots are 8 days (Sunday-Sunday) whilst some are 7 days (Monday-Sunday).

| | Morning | Afternoon | Evening |
|------------------------|---------|---------------------|---------------------|
| Sunday (not all slots) | Rig | Rig | Rig |
| Monday | Rig | Rig | Rig |
| Tuesday | Rig | Rig | Rig |
| Wednesday | Rig | Rig/Dress Rehearsal | Rig/Dress Rehearsal |
| Thursday | Rig | Rig | Rig/Show 1 |
| Friday | Rig | Rig | Show 1/2 |
| Saturday | Rig | Rig | Show 2/3 |
| Sunday | De-rig | | |

When are the performances?

We have 7 2-week slots available in the Edge Theatre, 5 1-week slots available in the Edge Theatre and 9 1-week slots available in the Weston Studio.

See [2025-26 Edge Theatre and Weston Studio Allocation Calendar](#) for the full timetable of slots.

Edge Theatre Slots:

| Slot | Type | Duration | Performance Dates | Bidding |
|------|--------|--|--|-------------|
| 1 | 2-week | Monday 29 September – Sunday 12 October 2025 | Thursday 9 – Saturday 11 October 2025 | Spring 2025 |
| 2 | 1-week | Monday 27 October – Sunday 2 November 2025 | Friday 31 October – Saturday 1 November 2025 | Spring 2025 |
| 3 | 2-week | Monday 3 – Sunday 16 November 2025 | Thursday 13 – Saturday 15 November 2025 | Spring 2025 |
| 4 | 2-week | Monday 17 – Sunday 30 November 2025 | Thursday 27 – Saturday 29 November 2025 | Spring 2025 |
| 5 | 2-week | Monday 1 – Sunday 14 December 2025 (see | Thursday 11 – Saturday 13 December 2025 | Spring 2025 |
| 6 | 1-week | Monday 9 – Sunday 15 February 2026 | Friday 13 – Saturday 14 February 2026 | Spring 2025 |
| 7 | 1-week | Monday 16 – Sunday 22 February 2026 | Friday 20 – Saturday 21 February 2026 | Spring 2025 |
| 8 | 2-week | Monday 23 February – Sunday 8 March 2026 | Thursday 5 – Saturday 7 March 2026 | Spring 2025 |
| 9 | 1-week | Monday 9 – Sunday 15 March 2026 | Friday 13 – Saturday 14 March 2026 | Autumn 2025 |
| 10 | 2-week | Monday 16 – Sunday 29 March 2026 | Thursday 26 – Saturday 28 March 2026 | Spring 2025 |
| 11 | 1-week | Monday 13 – Sunday 19 April 2026 | Friday 17 – Saturday 18 April 2026 | Spring 2025 |
| 12 | 2-week | Monday 20 April – Sunday 3 May 2026 | Thursday 30 April – Saturday 2 May 2026 | Spring 2025 |

Weston Studio Slots:

| Slot | Type | Duration | Performance Dates | Bidding |
|------|--------|---|--|-------------|
| A | 1-week | Sunday 28 September – Sunday 5 October 2025 | Thursday 2 – Saturday 4 October 2025 | Spring 2025 |
| B | 1-week | Sunday 19 – Sunday 26 October 2025 | Thursday 23 – Saturday 25 October 2025 | Spring 2025 |
| C | 1-week | Sunday 2 – Sunday 9 November 2025 | Thursday 6 – Saturday 8 November 2025 | Spring 2025 |
| D | 1-week | Sunday 16 – Sunday 23 November 2025 | Thursday 20 – Saturday 22 November 2025 | Spring 2025 |
| E | 1-week | <i>Sunday 15 – Sunday 22 February 2026</i> | <i>Thursday 19 – Saturday 21 February 2026</i> | Autumn 2025 |
| F | 1-week | Monday 23 February – Sunday 1 March 2026 | Thursday 26 – Saturday 28 February 2026 | Spring 2025 |
| G | 1-week | Sunday 15 March – Sunday 22 March 2026 | Thursday 19 – Saturday 21 March 2026 | Spring 2025 |
| H | 1-week | <i>Sunday 12 – Sunday 19 April 2026</i> | <i>Thursday 16 – Saturday 18 April 2026</i> | Autumn 2025 |
| I | 1-week | Monday 20 – Sunday 26 April 2026 | Thursday 23 – Saturday 25 April 2026 | Spring 2025 |

Performance times

Performance start times are 19:30 with a minimum 20-minute interval, unless otherwise agreed with the SU Arts Team.

How does the technical support work?

Each theatre show is a collaboration with Backstage (BTS), who will allocate technical roles and provide technical design and support for the event. Backstage is a fellow student-led society whose members are interested in the behind-the-scenes aspects of shows and live events including lighting, sound, stage management, set design, and even pyrotechnics. They work closely with our Facilities and Technical Manager and undergo training in both theatres. Each slot will be allocated a Technical Event Manager and Backstage will charge a flat production rate per event to cover their operational costs including maintenance of their specialised equipment.

Collaboration with Backstage begins long before the production week, and they will meet with you to understand your vision for the show. They will distribute roles accordingly and you'll then work with the lead roles (such as lighting/set designers) to collaboratively realise the show.

How do the finances work?

As with any show/event there are financial costs that you will need to consider and factor into your budget. Most shows/events in the theatres require front-of-house staffing. Following a review of front-of-house procedures, from 2025–26 Usher roles will be a paid position to ensure that health & safety regulations are met and all audiences can enjoy a fantastic experience. This means that groups will be required to contribute to these Usher staffing costs.

Additional costs that you may need to consider include:

- Backstage production rate
- Costume costs
- Prop costs
- Marketing materials (such as show boards, brochures)
- Performance rights/licenses (if applicable)

These costs can range from as little as £100 up to over £1,000 depending on the scale of the production.

Events in the Theatres are ticketed and the sale of your tickets should recuperate most or all your production costs and can even provide you with a healthy profit to re-invest back into your group! There is no set ticket fee and prices are at the group's discretion, though they typically range between £4–10 depending on whether they are standard rates or concessions. If in doubt, check with the SU Arts Team who can advise.

You will not be asked to provide a fully-itemised budget at the time of your bid as we understand you won't have all the information at that time but we do expect a rough overview. If your bid is successful you will need to provide a comprehensive budget.

How the bidding works

What is bidding?

Bidding is the process of student groups pitching proposals for shows/events in the Edge Theatre and Weston Studio. The bid will have a plan for the production including the name of the show/event, a summary of the creative vision behind the production, the allocation of key roles (such as producer, director, Treasurer), budget outline, and a vision of how it will benefit the student community.

Once the bidding deadline has passed, you will be required to give a presentation to the panel, who will have some further questions for you. These presentations will be in person and take place on **Tuesday 29 and Wednesday 30 April 2025** for standard slots and **Wednesday 26 November 2025** for additional slots. Time slots will be allocated once the bids have been received. The panel will then make the decisions as to which bids are offered the 2025/26 slots.

Who can bid?

Typically, bids will be drawn up by the group's committee in collaboration with the show/event's producer and director. Note we are only able to consider bids submitted by SU affiliated groups and will not consider bids from individuals or non-SU affiliated groups. SU affiliated groups benefit from specific event and finance training and are covered by our insurance policies. Should you have an idea for a bid and are not currently part of an SU group, we suggest proposing it to a group and joining as a member to develop it collaboratively.

Can I bid for a specific week?

Yes! If you have a preferred week, please include this as part of your bid and offer any supporting reasons as to why you want to be allocated this week. However please note, there is no guarantee you will get your preferred week and you might be offered an alternative – this is why we ask you to provide a range of slot preferences.

Note that we do not prioritise any groups over others for specific weeks. We feel that it is important that everyone has an equal opportunity to bid successfully.

How do I start?

1. Assemble your team!

Who is going to be your dream team? You'll usually need a committed producer and director and might benefit from a choreographer or musical director, whichever suits your event. You'll also need support from your Chair and Treasurer in addition to Events/Welfare/Publicity Officer if you have them. If allocation of these roles will be defined later down the line, named committee members will be responsible for them throughout the bidding and allocation process.

2. Define your creative vision!

Make sure you have a clear idea of your creative vision. The panel will want to know

which show/event you are proposing, why you want to do it, what it will offer an audience and how it will benefit the students involved.

3. Don't forget practicalities!

You'll also need to bear in mind the necessary practical considerations. Do you need performance rights for an amateur production? Does your group have the funds needed? How much time/space will it take to prepare and rehearse for your event?

4. Complete the bid form!

The bid form is available online and must be completed by **Sunday 6 April 2025, 23:59 (standard slots)** or **Sunday 9 November 2025, 23:59 (additional slots)**. The bid form must be completed by the Chair on the society's behalf and with the group's email address.

The Presentation

All bidders will be required to deliver a presentation about their bid to the Theatre Allocation Panel on **Tuesday 29 and Wednesday 30 April 2025 (standard slots)** or **Wednesday 26 November 2025 (additional slots)**. At your presentation you will have the opportunity to share more about your bid with the panel. Each bid will require a separate presentation so if your group is submitting 2 bids you will be allocated 2 presentation slots. The way you present your pitch is up to you but think about how best to share your ideas, you might wish to use PowerPoint or handouts. We would expect you to include the following:

- Title of the production
- Synopsis of the story or event
- Number of student opportunities on offer
- Why you want to put the production on (i.e. why are you passionate about it?)
- How you think it will positively impact your audience and/or the wider student community
- Your creative vision for sets, costumes, lighting etc.
- Marketing plans

If some of these elements will be decided as part of the creative process (i.e. a Freshers' devised production) you should highlight the benefits of this process and your expectations of the show/event.

How decisions are made

What are the criteria for decisions?

When the panel is looking at the bids, there are several factors they'll consider when making their decision. You should think about these when putting together your bid as they'll help you develop your plans.

- **Creativity, inclusivity and community**

Putting on a show or event on campus is a fantastic way to contribute to the student community and we are looking for proposals which will connect to audiences, whatever the genre or material. We want to see productions that will excite and engage audiences in the arts and get them talking about the things that matter to them. We also want to see that you are connecting with [the SU values](#) and are telling stories that are representative of our students; this could be through the choice of material, your creative interpretation, or your plans for casting.

- **Opportunity**

The SU is for everyone and we want to see that your production will offer rich and meaningful opportunities for students. We believe that when students come together, they can broaden their horizons and do amazing things. We want to see proposals that have considered how to provide access for all students, whether that be writing, producing, event managing, performing, marketing, choreographing, costume design, set design – the list goes on!

- **The viability of your proposal**

Whilst ticket sales aren't everything, we still want to make sure that your show/event is viable. We would expect you to be able to make up some or all your production costs through ticket sales and/or fundraising to ensure your group's budget remains healthy. We also want to be sure that your proposal is appropriate for the space you are bidding for and you'll be using the space to its full potential. So, if you've put on a similar show before we will consider your ticket sales alongside the space you are bidding for.

- **Professionalism and collaboration**

Your bid and presentation are a great opportunity to demonstrate your commitment and enthusiasm for your proposal. Putting on a show is no small feat and your team will need to be organised! We want to feel confident that you will collaborate effectively with fellow students, Backstage, and SU staff and have the drive to make your show/event a success.

Who is on the Theatre Allocation Committee?

The Theatre Allocation Committee comprises of the Activities Officer, the Community Officer, the Arts Liaison and the Chair of Backstage alongside specialised SU staff including the Arts Development Manager, Arts Coordinator and Facilities & Technical Manager. Together they assess your bids and presentations and will vote for which bids are successful.

What's next?

Who can I ask for more information and support?

We are holding a drop-in information session on **Wednesday 19 March 16:00–17:00** in The Edge's Student Leader Hub, Level 1. You can drop-in and ask any questions you might have ahead of submitting your bid.

If you would like more information after this then please contact Libby Brown-Turner, our Arts Coordinator. Libby is here to support anyone who is interested in making a bid and is happy to act as a soundboard for some of your initial ideas, take you through the process, advise you on what you need to consider and explain anything you might not understand. You can contact Libby via su-arts@bath.ac.uk.

What if my bid is successful?

Congratulations! You will be offered a slot and given a deadline by which to accept or decline. If you accept you will need to sign an agreement that outlines the expectations from your production team including key deadlines that must be met throughout the production process.

You will also be invited to a mandatory training session which will provide important guidance on the production process to ensure you are well-equipped to deliver a fantastic show/event. For standard slots this will be at the beginning of Semester 1, for additional slots this will be at the end of Semester 1.

What if my bid is not successful?

If your bid is unsuccessful for the standard slots, you will have the opportunity to apply again in Semester 1 for the 3 additional slots.

Bidding Deadline: Sunday 9 November 2025, 23:59

Panel: Wednesday 26 November 2025, afternoon

This will give you a little extra time to refine your initial bid and the panel will be happy to provide feedback to help you with this.

In the event that the panel did not feel your bid was suitable for either of the theatres this time around, they can also advise on alternative spaces for hosting your show/event. This might be in a more relaxed setting such as in The Edge Event Space or the Plug & Tub, both of which can both provide audiences in excess of 50 people, or elsewhere on campus.

Remind me of the key dates again?

Of course!

The drop-in information session is on **Wednesday 19 March 16:00–17:00** in The Edge's Student Leader Hub, Level 1.

Bidding deadlines are below:

| | Bidding Opens | Bidding Deadline | Presentations to Panel | Mandatory Training |
|-------------------------|------------------------|-------------------------------|---|------------------------------------|
| Standard Slots | Monday 3 March 2025 | Sunday 6 April 2025, 23:59 | Tuesday 29 and Wednesday 30 April 2025, afternoon | Date TBC – beginning of Semester 1 |
| Additional Slots | Monday 20 October 2025 | Sunday 9 November 2025, 23:59 | Wednesday 26 November 2025, afternoon | Date TBC – end of Semester 1 |

