

Edge Theatre and Weston Studio Bidding Guidelines for Student Groups 2026/27

Introduction

Welcome to the Edge Theatre and Weston Studio Bidding Guidelines for Student Groups 2026/27! 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. Following the feedback you shared last year, we've continued to refine the bidding process to make it clearer, fairer, and more supportive for groups of all sizes.

This process has been shaped with ongoing input from student groups, student leaders, SU Officers, and our Arts and Technical staff to ensure it works well for everyone involved.

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, any remaining slots in Semester 2 will be available for another bidding round which will take place in Semester 1 of 2026/27. This will allow for new groups, collaborations or ideas that emerge in Semester 1 to come to fruition in Semester 2.

Standard Slots

Bidding Deadline: Sunday 3 May 2026, 23:59

Panel Meet to Review Applications: May Revision & Assessment period 2026

Remaining Slots

Bidding Deadline: Sunday 8 November 2026, 23:5

Panel Meet to Review Applications: Mid-November 2026

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 groups 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

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, screenings, dance and theatre.

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	Teaching (no access)	Teaching (no access)	Rig
Tuesday	Teaching (no access)	Teaching (no access)	Rig
Wednesday	Teaching (no access)	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	Teaching (no access)	Teaching (no access)	Rig
Tuesday	Teaching (no access)	Teaching (no access)	Rig
Wednesday	Teaching (no access)	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	Teaching (no access)	Teaching (no access)	Rig
Tuesday	Teaching (no access)	Teaching (no access)	Rig
Wednesday	Teaching (no access)	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 2026-27 Edge Theatre and Weston Studio Allocation Calendar for the full timetable of slots.

Edge Theatre Slots:

Slot	Type	Duration	Performance Dates
1	2-week	Monday 28 September – Sunday 11 October 2026	Thursday 8 – Saturday 10 October 2026
2	1-week	Monday 26 October – Sunday 1 November 2026	Friday 30 October – Saturday 31 October 2026
3	2-week	Monday 2 – Sunday 15 November 2026	Thursday 12 – Saturday 14 November 2026
4	2-week	Monday 16 – Sunday 29 November 2026	Thursday 26 – Saturday 28 November 2026
5	2-week	Monday 30 November – Sunday 13 December 2026 (<i>see schedule</i>)	Thursday 10 – Saturday 12 December 2026
6	1-week	Monday 8 – Sunday 14 February 2027	Friday 12 – Saturday 13 February 2027
7	1-week	Monday 15 – Sunday 21 February 2027	Friday 19 – Saturday 20 February 2027
8	2-week	Monday 22 February – Sunday 7 March 2027	Thursday 4 – Saturday 6 March 2027
9	2-week	Monday 8 – Sunday 21 March 2027	Thursday 18 – Saturday 20 March 2027
10	1-week	Monday 12 – Sunday 18 April 2027	Friday 16 – Saturday 17 April 2027
11	2-week	Monday 19 April – Sunday 2 May 2027	Thursday 29 April – Saturday 1 May 2027

Weston Studio Slots:

Slot	Type	Duration	Performance Dates
A	1-week	Sunday 27 September – Sunday 4 October 2026	Thursday 1 – Saturday 3 October 2026
B	1-week	Sunday 18 – Sunday 25 October 2026	Thursday 22 – Saturday 24 October 2026
C	1-week	Sunday 1 – Sunday 8 November 2026	Thursday 5 – Saturday 7 November 2026
D	1-week	Sunday 15 – Sunday 22 November 2026	Thursday 19 – Saturday 21 November 2026
E	1-week	Sunday 29 November – Sunday 6 December 2026	Thursday 3 – Saturday 5 December 2026
F	1-week	Sunday 14 – Sunday 21 February 2027	Thursday 18 – Saturday 20 February 2027
G	1-week	Monday 22 – Sunday 28 February 2027	Thursday 25 – Saturday 27 February 2027
H	1-week	Sunday 14 March – Sunday 21 March 2027	Thursday 18 – Saturday 20 March 2027
I	1-week	Sunday 11 – Sunday 18 April 2027	Thursday 15 – Saturday 17 April 2027
J	1-week	Monday 19 – Sunday 25 April 2027	Thursday 22 – Saturday 24 April 2027

Performance times & intervals

Performance start times are 19:30, unless otherwise agreed with the SU Arts Team.

All shows will have a minimum 20-minute interval, however for sell out shows this will be increased to 30-minutes to allow for larger audience movement.

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, Duty Manager costs are covered by SU Arts, but groups will need to provide Ushers for each show night – this is a voluntary role to ensure the shows are able to go ahead safely. All Ushers will be required to complete a brief training quiz and read a provided Usher Handbook.

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, the panel will meet to review all applications. This will take place during May Revision & Assessment 2026. The panel will then make the decisions as to which bids are offered the 2026-27 slots.

The SU Arts Team may reach out to you prior to the panel meeting if there is any information that needs clarifying or further details needed.

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 3 May 2026, 23:59 (standard slots)** or **Sunday 8 November 2026, 23:59 (remaining slots)**. The bid form must be completed by the Chair on the society's behalf and with the group's email address.

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 22 April 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 may have the opportunity to apply again in Semester 1 for any remaining semester 2 slots.

Bidding Deadline: Sunday 8 November 2026, 23:59

Panel Meet to Review Applications: **Mid-November 2026**

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 22 April 16:00–17:00** in The Edge’s Student Leader Hub, Level 1.

Bidding deadlines are below:

	Bidding Opens	Bidding Deadline	Panel Meet to Discuss	Mandatory Training
Standard Slots	Thursday 2 April 2026	Sunday 3 May 2026, 23:59	May Revision & Assessment 2026	Date TBC – beginning of Semester 1
Remaining Slots	Monday 19 October 2026	Sunday 8 November 2026, 23:59	Mid-November 2026	Date TBC – end of Semester 1

