

SYDNEY
FRINGE
FESTIVAL

2026

PRODUCERS
CHECKLIST



MARCH

Checkpoint	Date	Note	Check
Registrations open for Sydney Fringe Festival 2026 and Fringe Comedy your show for SFF Eventotron	2 Mar 2026	Start a registration here	
Masterclass #1: Is Sydney Fringe Right for me?	March 17th	Please check the Masterclass page for registration	
Call Programs Team to discuss your show	Throughout the month of March	Email artists@sydneyfringe.com to organise a time	
Attend the Artist Registration Working Bee	20 Mar 2026	In person session for those who want to register. Please check the Artist Resource page for registration	
Registrations close for Sydney Fringe Festival 2026	30 Mar 2026		
Deadline for Registration deposit	30 Mar 2026		

APRIL

Checkpoint	Date	Note	Check
Masterclass #2: Choosing Venue and Budgets	7 Apr 2026	Please check the Masterclass page for registration	
Speak to SFF Programs team about venue recommendations		Email artists@sydneyfringe.com to organise a time	
Confirm your budget	10 Apr 2026	Check out our Fringe Friendly Budget template	
Select a Kick Ass Image and write your marketing copy	13 Apr 2026	Check out our Marketing Resource page for more info and register for Masterclass #3	
Complete You, Your Event and Venue requirements section in Eventotron	13 Apr 2026		
Masterclass #3: Festival Guide and Marketing Strategy	28 Apr 2026	Please check the Masterclass page for registration	

MAY

Checkpoint	Date	Note	Check
Masterclass #4: First Nations First	5 May 2026	Please check the Masterclass page for registration	Zoom invitation
Confirm your venue & Choose ticket price	Before 23 May	Check out our Pricing Calculator available in Artists Resources	
Complete Venue, Dates & Times and Ticketing and all Marketing Material sections in Eventotron	23 May 2026		
Masterclass #5: All About Access	26 May 2026	Please check the Masterclass page for registration	Zoom invitation
All remaining registration fee due and finalise Eventotron Profile	29 May 2026	Will be calculated once venue and performance schedule is confirmed.	
Fringe Comedy EOI close	31 May 2026		

JUNE

Checkpoint	Date	Note	Check
Book a 1:1 Artist Production Consult		Every Thursday throughout June, email production@sydneyfringe.com to book.	
Confirm Access Provisions for your show with SFF Access Coordinators	By 6 June	Check out our Access Resources for some great info	
Masterclass #6: Make your Show	16 June 2026	Please check the Masterclass page for registration	
Sort out/update your Public Liability	30 June 2026	Come to Masterclass #6 for more info to help you with Public Liability	

JULY

Checkpoint	Date	Note	Check
Book a 1:1 Artist Marketing Consult		Every Thursday afternoon throughout July, email marketing@sydneyfringe.com to book in	
Website Previews signed off by Events	1 Jul	SFF team will send you a link to preview and sign off on	
Access Ticketing Producer Portal Logins	1 Jul	This portal will be your go to for all reports and discount codes for your show	
Festival On Sale & Program Launch	6 Jul		
Cancellation Policy comes into effect	6 Jul	Events that cancel beyond this point will not receive refund on 2nd rego fee and will incur a fee	
Masterclass #7: Sell It	14 July 2026	Please check the Masterclass page for registration	Zoom invitation

AUGUST

Checkpoint	Date	Note	Check
Acknowledgement of Country Recording received and built into show tech	1 Aug 2026	We will send out Sydney Fringe recording for artist to use	
Masterclass #8: Bums on Seats	4 Aug 2026	Please check the Masterclass page for registration	Zoom invitation
Complete and upload your Risk Assessment, Upload PLI	7 Aug 2026		Risk Assessment Template
Confirm bump in and technical requirements with the venue	8 Aug 2026		
Artist Pass available for pick up	14 August to end of Festival	Artist Passes will get you into a show for free, see Eventotron to register	
Test and Tag Day at Sydney Fringe	13 Aug 2026		
Set up ticketing discount codes in the producer portal			
Invite Reviewers to your media night			
Map out if you are papering your opening nights	1 week prior to show		
Book in videographer/photographer for your show			

SEPTEMBER

Checkpoint	Date	Note	Check
Bump In	Your Date/Time		
Your Show Season	Your Date/Time		
Bump Out	Your date/time		
Check final ticket settlement and send invoice to SFF		See Presenter Terms & Conditions for full details on settlement	
Update and close your final budget			
Finalise all venue settlements			
Fill in the SFF event presenter survey for advocacy efforts		We will send you a survey to fill out which helps us improve our Fringe Festival for future years.	