

Warwickshire One-Act Play Festival 2017

ENTRY FORM

NAME OF GROUP.....

NAME OF CONTACT.....POSITION.....

ADDRESS.....

.....POSTCODE.....

HOME PHONE.....DAYTIME PHONE.....

e-mail.....@.....

TITLE OF PLAY.....

AUTHOR.....RUN TIME (approx).....min

We are pleased to enclose our Entry Fee (£60 group's first entry, £30 thereafter) []

We request a written adjudication and enclose the additional fee of £40.00 []

Please make cheques payable to "Nuneaton Arts Council"

If eligible we DO NOT wish to proceed to the next round []

We wish our details to be included on a circulation list []

We enclose a copy of the script for the adjudicator []

We will provide a copy of the script by 7th January 2017 []

All programme details need to be received by 22nd January 2017 []

SIGNATUREDATE.....

RETURN ADDRESS Warwickshire One-Act Play Festival
230 Milby Drive
Nuneaton
Warwickshire
CV11 6UH

Warwickshire One-Act Play Festival 2017

NOTES TO ENTRY

Warwickshire One-Act Play Festival. The Abbey Theatre Nuneaton	Tuesday 7th to Saturday 11 th March 2017 (<i>subject to number of entries</i>)
Adjudicator	Ben Humphrey GoDA
Last date for entries	Saturday 17 th December 2017
Provide script (at latest)	Saturday 7 th January 2017
Cast & crew details in by	Saturday 23 rd January 2017
Technical Preview	TBA
Eastern Division Quarter Final Little Theatre Leicester	Sunday 9 th April 2017 Adjudicator: TBA
Central Area Final (AETF Semi-Final) Abbey Theatre Nuneaton	Saturday 27 th May 2017 Adjudicator: TBA
English Final McMillan Theatre Bridgewater	Saturday 3 rd June 2017 Adjudicator: Paul Fowler GoDA

PLEASE READ THESE NOTES CAREFULLY

One of the criticisms of festivals is that they are bound up with rules and regulations. I would to some extent agree with this point. However incidents have occurred, which in the past should have been covered by etiquette. These incidents have made it necessary for the committee to issue further guidelines. These guidelines are in no way meant to spoil anyone's enjoyment of the festival, but rather to facilitate the smooth running of the festival.

It is assumed that, if successful and eligible, you wish to proceed to the next round. **If you do not wish** to proceed beyond the first round, please indicate on the entry form.

N.B. Your decision '*not to opt*', will in NO WAY effect your score

SCRIPTS.

Please forward a copy of the script for your play by the given date. The adjudicator has requested that these are provided as soon as possible so that he does not end up with a glut to read all at once! Note in the case of published work, photocopies are NOT PERMITTED. In the case of work being 'out of print', copyright holder may give permission to copy scripts and issue such permission in writing. In this case please forward a copy of any such permission. Any cuts need to be authorised by the publisher or rights holder. A copy of any such authorisation needs to be provided to the organisers.

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LICENCES.

Please note you **must** hold a valid performance licence from the rights holder for your play. **Please bring this with you at the Technical Preview.** If your play is not subject to a licence please bring evidence of this, or, in the case of your own work, a signed statement to that fact.

CHILD PROTECTION ACT (CPA)

It has been drawn to our attention, by the AETF at national level, that we the Warwickshire committee need to be aware of any responsibilities we may have under the CPA. As we understand it, as the festival is a competitive event for which teams pay an entry fee, persons under sixteen (16) years of age do not need to be registered with the local authority. However 'matrons' with the appropriate registration will be required, and it is up to the entering teams to provide their own matrons. The Abbey Theatre has close and direct links with WCC with regard to CPA requirements, and can also assist with applications for matrons if required. Details of CPS legislation can be found on the theatre web site. Also it is not permitted to take photos in the dressing rooms.

TICKETS.

Additional tickets are available on pre-order from me or at the tech preview, cash or cheque. Prices are £7.00 per session with a concession price of £5.00 for Senior Citizens and under 16's. Concessions are also available for 'multi session' tickets.

Passes are available to teams for the session they are performing in on the following basis: one per cast member, and three for technical crew.

(These prices are subject to review)

TECH/CREW.

It is unfortunately necessary to limit the number of people backstage to cast plus four. Exceptions will be made in extreme circumstances. If you need more people backstage please inform me as soon as possible.

LIGHTING AND SOUND.

Please send details of your lighting and sound plots to me well in advance of the technical preview, even if your requirements are a basic wash and curtain music.

We strongly advise you to attend the technical preview in order to discuss your requirements. There will be insufficient time to do this on the day of the festival.

For information, there are a new set of pages on the Abbey Website detailing the standard rig, plus the available 'extras'. Follow the TECHNICAL link from the front page, then WHAT'S INCLUDED gives you links to lighting, sound and stage facilities. There is also a basic 3D rendering of the stage/auditorium in pdf format.

Note that the standard rig has changed slightly recently, and this will be reflected on these pages shortly.

www.abbeytheatre.co.uk

Please be aware that microphones will not be used.

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ACCESS TO CONTROL ROOM.

The control room is out of bounds to everyone except to teams' technicians during their production or at the discretion of the technical director.

Nor must the control room be used as an access route to or from front of house **at any time during the festival.**

SETS & FURNITURE.

Please note that you are responsible for the provision of your own sets, furniture. The Abbey Theatre does have access to some scenery pieces and properties – please enquire at the theatre well in advance for details.

SETTING & STRIKING.

You are allowed a maximum of 10 minutes to set and 5 minutes to strike. You will be allowed to move your set from the scenery dock into the wings *before your timing starts*. Your striking time is from the stage into the wings.

TIMING.

Your play should run for a minimum of 20 minutes and a maximum of 55 minutes. The timing of your play will start from the first word or the start of any introduction/curtain music. Setting and striking time is NOT part of the running time.

OTHER ITEMS.

Although it is not part of the rules, it is theatrical etiquette that actors do not appear front of house in costume/make up.

The exception being the final team of the session coming into the auditorium for the adjudication, after which they should return to the dressing room.

Once a play has commenced no access to the auditorium will be allowed.

As an independant festival, performers WILL be allowed to take a curtain call.

RAFFLE PRIZES.

I would be most grateful if you could please donate a prize for the raffle. Proceeds from the raffle will go towards the festival winner's costs of representing Warwickshire in the next round.

Contact for Abbey Theatre: Tony Deeming – tech@abbeytheatre.co.uk