



ODN THEATRE FESTIVAL

Mon June 4th – Sat June 9th , 2018

GUIDELINES FOR PARTICIPANTS

This is a friendly festival and our main aim is to bring people together, both in a celebration of theatre and as a learning experience. Rules therefore are kept to the minimum but we have found from experience that in order to be fair to everyone taking part there have to be some ground rules.

RULES

1. The maximum time for each entry is 1 hour including set-up, and strike.
2. No-one may put up sets prior to this, as it will be timed by the stage manager.
3. If possible please provide your own lighting & sound technicians. Your sound and lighting requirements must be discussed with the Festival technical director via email: info@OxfordshireDramaNetwork.org) and we must be provided with a lighting plot & script well beforehand.
4. We recommend at least one representative be sent to the technical meeting, preferably your technician and/or director. This is purely a technical day, your actors will be able to walk the stage, but there will not be time for rehearsals. Tech day is now scheduled for **Sunday 3rd June** - time slots will be allocated. (N.B. parking outside the theatre is extremely limited, please use nearby car parks).
5. **Entries must be submitted to the Festival organiser by the closing date, 1st May 2018.**
6. A **printed copy of your play (for the adjudicator)** should be forwarded to:
Mike Davies, 40 Castle St, Steventon, Abingdon, Oxon, OX13 6SR
as soon as possible but no later than May 9th , 2018.

Unless you have the permission of the copyright holder this should NOT be a photocopy, (please provide a copy of permission if it is).

Any changes to the script must have permission of the copyright holder.

7. Please send cast list details and a brief synopsis/trailer of your entry and any other short details of your group you may wish to be included in the Programme as soon as possible and at the latest by **May 9th**, to:-
Mike Davies, 40 Castle St, Steventon, Abingdon, Oxon, OX13 6SR
or preferably email: info@OxfordshireDramaNetwork.org
8. **A Licence to perform must be obtained** and a photocopy sent (with the script) to Mike Davies (address above) by 9th May. In case you are chosen to return on the Gala night it is advisable to obtain a licence for a repeat performance. These royalty fees will in most cases be returned by the licence issuer if your group is not asked to repeat this performance on the Saturday night. The ODN will reimburse royalty fees, on application to the Treasurer, for groups who *are* chosen to perform on the gala night, **for the Saturday performance only.**
9. Free (non transferable) tickets will be supplied for use by cast members, director and up to three crew for the evening of your performance, (except on Saturday, when they may only take seats that are available after the audience has been seated). We cannot guarantee seats, unless paid for, especially if your play has a very large cast. Cast and crew members and their supporters are requested to stay and watch the other group(s) taking part on the evening of their performance, but must be aware that the paying customer has to take priority.

10. Groups must not move furniture, etc. for their play during the performance of another entry.
Please report your arrival to the ODN duty stage-manager.
All furniture and props etc must be removed from the Unicorn Theatre by the end of the evening.
11. Someone from each participating group should be there on the penultimate evening, which this year is Friday, June 9th. **That person has the responsibility of informing their cast if they have been chosen to perform on the last night - Saturday, June 10th.**
12. To encourage New Directors, if there are several new directors, the adjudicator will award a plaque to the Best Play Directed by a first time Director.
13. All Actors must be AMATEUR
14. Please tell us a reasonable estimate of the running time of the play, as we use this to obtain a balanced evening's entertainment. Groups will be penalised for greatly under or over estimating the time specified.

FOR SECURITY REASONS PLEASE DO NOT LEAVE VALUABLES LYING ABOUT IN THE GREEN ROOM

Please try to see as many other groups perform as you can, you will learn a lot from their performances and from the adjudications. It's also good to meet and support each other. Especially please come on the Saturday whether you are performing or not and join everyone else for supper afterwards.

Please sell tickets. Encourage your members and friends. Enjoy!

Oxfordshire Drama Network CHILD PROTECTION POLICY

Oxfordshire Drama Network are concerned about the welfare and safety of all its participants and will do everything possible to create an ethos in which children feel secure.

Oxfordshire Drama Network asks members to provide chaperones for all children under 16 taking part in the Festival.

If you have any concerns or need further information please contact Mike Davies on 01235 821351 or email info@OxfordshireDramaNetwork.org



ODN THEATRE FESTIVAL
June 4th - June 9th, 20178
ENTRY FORM

GROUP NAME

CONTACT NAME

ADDRESS

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TEL NUMBER EMAIL

WE WISH TO ENTER PLAYS (please use a separate form for each play)
 (If there are a high number of entries, groups will be restricted to one or two entries each)

Author

Title

Number of cast Length of play Minutes. Youth Group? Y/N

Number of under 16 years old in cast

If your entry contains any swearing - please state **NUMBER OF EXPLETIVES**

Is there a first time Director? NAME

I declare that this is the first play the above has Directed; Chairman

CLOSING DATE FOR ENTRIES IS 1st May 2018.

The Festival dates are Monday, June 4th to Saturday June 9th.

Please show days you prefer, & CANNOT do below (including Sunday - just in case)

And please check with all cast and state under Saturday if you cannot be called back:-

	Sunday 3 rd	Monday 4 th	Tuesday 5 th	Wednesday 6 th	Thursday 7 th	Friday 8 th	* Saturday * 9 th JUNE
Days Preferred							_____
Days you CANNOT do.							

We will try to give you your preferred days as far as possible.

Please be certain of the above days, once set, the timetable cannot be changed.

If you are entering 2 plays, please let us know if they *must* or *must not* be on the same night.

Performances start at 7.30pm.

Three groups will be asked by the adjudicator to repeat their performances on the Saturday Gala Evening.

The adjudicator this year will be Ian Sarginson, a member of the Guild of Drama Adjudicators

I have read & agree to the accompanying guidelines on behalf of my Group:

Signature *Chairman*

Signed by (please PRINT name)

Entry fee is £20 per production.

Please post entry forms with a cheque (made out to *Oxfordshire Drama Network*) to:-

Mike Davies, 40 Castle St, Steventon, Abingdon, Oxon, OX13 6SR .