



## ODN THEATRE FESTIVAL

Mon June 3<sup>rd</sup> – Sat June 8<sup>th</sup> , 2019

### **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. Plays should be **at least** 20 minutes long, typically 30-45 minutes, but the maximum time for each entry is 60 minutes **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](mailto: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 2<sup>nd</sup> 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, 1<sup>st</sup> May 2019.**
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 8<sup>th</sup> , 2019.

**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 8<sup>th</sup>**, to:-  
**Mike Davies, 40 Castle St, Steventon, Abingdon, Oxon, OX13 6SR**  
**or preferably email: [info@OxfordshireDramaNetwork.org](mailto:info@OxfordshireDramaNetwork.org)**
8. A **Licence to perform must be obtained** and a photocopy sent (with the script) to Mike Davies (address above) by 8<sup>th</sup> 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 7<sup>th</sup>. **That person has the responsibility of informing their cast if they have been chosen to perform on the last night - Saturday, June 8<sup>th</sup>.**
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.**
15. Please ask if anyone from your group could help front of house or on the bar for any of the festival nights.

## **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](mailto:info@OxfordshireDramaNetwork.org)



**ODN THEATRE FESTIVAL**  
**June 3<sup>rd</sup> - June 8<sup>th</sup>, 2019**  
**ENTRY FORM**

GROUP NAME .....

CONTACT NAME .....

ADDRESS .....

.....

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 1<sup>st</sup> May 2019.**

The Festival dates are Monday, June 3<sup>rd</sup> to Saturday June 8<sup>th</sup>.

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

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

|                     | (Sunday<br>2 <sup>nd</sup> ) | Monday<br>3 <sup>rd</sup> | Tuesday<br>4 <sup>th</sup> | Wednesday<br>5 <sup>th</sup> | Thursday<br>6 <sup>th</sup> | Friday<br>7 <sup>th</sup> | * Saturday *<br>8 <sup>th</sup> 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 Nick Wilkes, an associate member of the Guild of Drama Adjudicators

Do you have someone who could work front of house or on the bar on your evening .

***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 .**