

# **RULES FOR THE WELWYN GARDEN CITY**

## **YOUTH DRAMA FESTIVAL**

1. The Festival is organised annually by the Welwyn Garden City Youth Drama Festival Committee, whose decision in all matters must be accepted as final. The Festival is intended primarily for youth organisations and other societies from Hertfordshire and adjoining counties with members in the 11-21 age range. Teams may be entered in the Junior Section (*all members of the cast being in school year 10, or below, as at 1st May in the year of the Festival*), or in the Senior Section (*all members of the cast being aged under 22 years as at 1st May in the year of the Festival*). All performers must be amateurs.
2. Entries must be made on the prescribed form and sent with a copy of the play and a deposit per play as specified by the Committee. No deposits will be returned after the closing date (unless the Committee find it necessary to refuse an entry or cancel the Festival).
3. Entries must consist of a one-act play, a scripted improvisation, or an extract from a longer play. In the case of extracts, these should be, as regards plot and characterisation, complete in themselves and intelligible to an audience not acquainted with the full play. The play must contain not fewer than two speaking parts, and must occupy at least twenty but not more than fifty minutes in performance.
4. Entrants must obtain permission from the author or author's agent for the performance and pay any royalty fee in advance. If the text of the play has been altered in any way for the performance, proof of the author's permission for such alteration may be called for. (Note: It is an infringement of copyright to cut or amend a play without permission or to make any copy of a play or part thereof). A grant towards the cost of Royalty fees will subsequently be paid by the Committee, provided that the receipt and/or licence is forwarded to the Hon. Secretary before the start of the Festival.
5. A list of the cast (in order of appearance), name of producer, and any other details or information to be published in the programme, stage plan, lighting plot and Fireproofing Certificate must be submitted to the Hon. Secretary by the specified date.
6. The Committee will appoint an Official Timekeeper, Lighting and Sound Technicians, a Stage Manager, and a Stage Director, whose decisions on all backstage matters shall be final and binding on all teams.
7. A curtain set and lighting equipment will be provided by the Committee (see Stage Information for details). Competitors are encouraged to use ingenuity and enterprise in their settings and they are at liberty to adapt the standard curtain set in any manner they desire, provided that the setting can be set and struck within the allotted times.

No team may take more than ten minutes to set and five minutes to strike their setting, including any special effects. Any team not ready to perform after the allotted time will immediately be required to:

- perform competitively with the incomplete setting or
- perform non competitively or

withdraw the entry.

Teams must provide any flats, scenery, furniture, properties, sound effects and sources of music which they may require, and all such items must meet the requirements set out in the "Stage Information" issued to

8. The Lighting Technician will be responsible for the control of the lighting equipment, under the direction of a designated member of each team. The producer or his authorised deputy must be present in the Control Room (which is situated at the rear of the auditorium, remote from the stage) immediately before and throughout the performance by his team.
9. It will be the responsibility of each team to discuss their lighting and staging requirements with the Festival Director and Lighting Technician, during the allotted hour of rehearsal time, and to see that scenery is correctly positioned and is set and struck within the allotted times. Each team must provide a Stage Manager, who should be available back stage at the disposal of the Stage Director from at least twenty minutes before the commencement of the play, throughout its performance, and until the set has been completely cleared from the stage. (Note: the Committee is not responsible for the provision of manual assistance for scene-shifting.)
10. The penalties for not keeping within the allotted time for performance (50 minutes), setting (10 minutes), or striking (5 minutes) shall be as follows:

Up to 1½	minutes over time	Deduction of 1 mark
>1½ to 2	minutes over time	Deduction of 2 marks
>2 to 3	minutes over time	Deduction of 4 marks
>3 to 4	minutes over time	Deduction of 6 marks
>4 to 5	minutes over time	Deduction of 8 marks
More than 5	minutes over time	Disqualification

Plays which are performed in less than the minimum time of 20 minutes shall be penalised by 1 mark for every 30 seconds or part thereof under 20 minutes, and disqualified if under 17 minutes duration.

11. The Festival will be judged by an independent Adjudicator, whose decision shall be final. The Adjudicator will give his or her criticisms in public at the end of each evening, with a final summing up on the last evening. For an additional fee a written report on the team's performance can also be provided by the Adjudicator if requested and paid for in advance.
12. Neither the Committee nor the Theatre Licensee and owners accept any responsibility for any damage, personal injury, loss or claim that might arise from any incident occurring during or in connection with the Festival. It is recommended that teams should have an amateur theatrical insurance policy covering standard risks including, but not restricted to, public liability with an indemnity limit of at least £1m.
13. At the end of the Festival trophies may be awarded for the winning categories. A trophy may, at the discretion of the Committee, be held by a team for the period between

Festivals, in which event the team will be responsible for insuring the trophy against loss and accidental damage during that time. All trophies must be returned to the Hon Secretary at least 2 weeks prior to the next Festival.

14. All persons using the Barn Theatre are asked to observe the following conditions laid down by the Theatre Management:
  - a. Standing or sitting in the gangway is strictly forbidden. Loose chairs or other obstructions must not be placed in the gangways.
  - b. The local fire regulations forbid smoking in the auditorium, and the use of combustible or flammable materials on stage. All scenery, set dressing and properties must be properly fireproofed, and will be inspected and tested by the Fire Officer. Any company not clear about this condition should contact the Stage Director for clarification.

Companies wishing to smoke, use pyrotechnic devices, strobe lighting, naked flame or smoke machines on stage, as an essential part of the action of a play, **MUST** discuss their requirements with the Stage Director **AT LEAST** one month prior to the performance date. This condition is to allow sufficient time for a written application to be made to the licensing authority for permission to use the requested effect. The Stage Director will require full details of the make and model of any equipment to be used, together with an assurance that the operator(s) of such equipment are competent to do so.
  - c. No alcoholic liquor shall be consumed in the theatre during a public performance. (**Note:** Drinks are served in the Barn Theatre Club Room to ticket holders only and are not permitted to be taken into any other part of the theatre premises).
15. The use of video or still cameras, recorders, etc. during performances is NOT allowed.