

WOKING DRAMA ASSOCIATION

52nd ANNUAL DRAMA FESTIVAL

Contact: Shirley Cumming, 25 The Grove, Woking, Surrey GU21 4AF
Tel: 01483 722909 E-mail: Shirley@cumming.org

The 2010 Drama Festival will be held in the Rhoda McGaw Theatre, Woking, during the two weeks 5th to 16th October 2010.

The Adjudicator will be Jan Palmer Sayer, GODA.

The following details are attached:-

- a) Rules
- b) Conditions of Entry
- c) Entry Forms Parts A and B.

Up to date details of the Rhoda McGaw Theatre, stage and lighting layouts etc. are available on the website. If you have no access to the website please let me know and I will post some shortly after acceptance of entries. All documents and stage facilities are on the website.

Applications to enter, made out in full on the official forms, should be addressed to the Secretary of the Festival of the Woking Drama Association:

Mrs. Shirley Cumming
25 The Grove
Horsell, Woking
Surrey GU21 4AF
Tel: 01483 722909 Fax: 01932 723735
E-mail: shirley@cumming.org

Notes

Order of Programme

The Order of Programme is compiled from the information given by entrants on Part A of the Entry Forms. To assist us in formulating the programme, should you have any date(s) on which it would be difficult for you to present your play, if accepted, please include a note to Part A at the foot of Entry Form giving the date(s). ***A great deal of thought and effort is put into compiling the Order of Programme, so any special requests or changes required after acceptance of your entry will only be considered under exceptional circumstances.***

Licences to perform American plays

Recent experience has shown that unexpected difficulties and/or delays can be experienced in obtaining licences to perform plays published by agents in the USA - even more so if cuts or extracts are proposed. Earliest possible applications are therefore advisable, and it may, on occasion, be helpful to state that the performance will be in a small theatre with seating capacity below 250.

ALL PERFORMANCE LICENCES

Please note: The theatre management now requires the licence to be sent to me with Part B as they need to see the licence well in advance of performance. Failure to produce the licence will result in the play being withdrawn from performance.

WRITTEN ADJUDICATIONS

If your group would like a written adjudication of their entry, this will be available at a cost of £30. Please notify the Festival Secretary if you would like her to organise this.

ALL WINNERS DRAMA FESTIVAL

Woking Festival is a qualifying Festival for the All Winners Final, which is held in the last week of July of the year following our Festival. The Winning Play can be put forward for performance at this Festival. Please tick the box on the entry forms if you would like your entry to be put forward. There is now a Youth Entry Section in the All Winners Festival where the highest Youth Entry can be put forward for this Festival. Again, please indicate on the entry forms that you would wish your entry to be considered.

RULES FOR THE WOKING ONE-ACT PLAY FESTIVAL

1. The Festival is open to teams from any organisation that concerns itself with the presentation of dramatic work. The organisation may use a professional producer whose services are financially compensated. The cast of the play must consist entirely of amateurs. For the avoidance of doubt, the term “amateur” will refer to an actor who, during the previous twelve months leading up to the performance, has not been featured in a stage, film or television production performed or presented by “a for profit organisation” where the actor has had a speaking role, or where they have received a credit either in the souvenir programme or on the film/ television production’s final credit roll.
2. An organisation may enter more than one team.
3. The cast shall consist of not less than two players having speaking parts and the total number of non-playing members shall be subject to approval by the Festival Stage Director.
4. The play chosen may be either complete or an extract from a play. No organisation may enter competitively a play or extract therefore if the play has been publicly performed on the Festival stage in the previous three months.
5. Each play must run not less than 20 minutes and not more than 60 minutes. The 60 minutes maximum time includes any time spent in changing a scene during the course of the performance, but does not include the setting and striking times as laid down in Rule 6.
6. A maximum of 10 minutes will be allowed for setting the stage for each entry and a maximum of 5 minutes for striking. It will be the responsibility of each team to ensure that curtains are opened and closed at the proper time and that scenery is correctly positioned and set struck within the allowed time.
7. Infringement of the time limits laid down in Rules 5 and 6 will incur a penalty of 2 marks per minute or part minute.
8. All items of scenery and properties must be approved beforehand by the Festival Stage Director. Infringement of this rule may incur penalties and, in particular, infringement of Surrey County Council safety rules may incur disqualification.
9. A lighting plot must be submitted. Lighting with technicians to operate the board will be provided by the Organisers.
10. Sound equipment will be available. Operation during the performance or provision of additional equipment is the entire responsibility of the entering team.
11. The Organisers' decision on the order of performance or any matter arising from the rules or on any subject connected with the Festival is final.

WOKING DRAMA ASSOCIATION - ANNUAL DRAMA FESTIVAL

CONDITIONS OF ENTRY

1. Acceptance of entries is at the sole discretion of the WDA Festival Sub Committee.
2. **NOT LATER THAN 1st July 2010** each team must submit to the Festival Secretary:
 - a) Part A of the Entry Form (Intention to Enter and Details of Play). Groups are requested to indicate the likely playing time to assist with programme planning.
 - b) A copy of the script of the play as it is to be performed. This is for the use of the Adjudicator, and will be returned after the Festival. The Festival Committee will not accept scripts emailed to them for printing by the Festival. Entrants must provide a paper script at their expense.
Photocopies are NOT acceptable, unless the play has not been published or the published edition is out of print.
 - c) An entry fee of
£10 for members of the Woking Drama Association or
£15 for groups who are **not** members.

If you are unable to meet the above deadline of it could result in your entry not being accepted for the Festival. If there is a problem please ring the Festival Secretary to discuss as it might be possible to accept entries after this date in difficult circumstances.

3. **NOT LATER THAN 24th July 2010** each team must submit to the Festival Secretary:
 - a) Part B of the Entry Form (details for the printed programme) or forward the programme details page duly completed.
 - b) Agent's licence to perform the play, with receipt for author's royalties, where applicable. *Note: Royalties for performances on the recall night will be paid by the WDA - see paragraph 6).*
 - c) Documents to show that the performance is permissible if not covered by b) above.
 - d) Agent's or author's written authorisation for any alteration to the text.
 - e) **One 8x10" b/w photographs of the cast for FOH and Publicity purposes. Again this must be submitted in paper form and not sent electronically.**
4. **NOT LATER THAN 1st SEPTEMBER 2010** each team must submit to the Festival Stage Director (Mrs Lyn Mison, 65 Saunders Lane, Mayford, Woking, Surrey, GU22 0NR. Tel: 01483 725045; e-mail LynMison@aol.com.)
 - a) A layout of the set marked on the stage plan (to be issued later).
 - b) A list of furniture and scenery with approximate dimensions of large items.
 - c) Lighting requirements, including any special lights required.
 - d) Sound requirements.

Alternatively, this information may be brought to the Producers' meetings, on dates to be advised, in early September.

Once your play is accepted a full pack with the forms for each department of your production will be emailed to you and sent by post.

5. No responsibilities for loss of, or damage to, the personal property of competitors, or any other properties or material they may bring with them, will be accepted by the Association, nor will it hold itself responsible for any injury sustained by members of competing teams during the course of the Festival.
6. **LAST NIGHT RECALL**
The Adjudicator will be asked to select entries for recall on the final night of the Festival. This recall is voluntary (see Part B of the Entry Form). It is non-competitive, and should not be regarded as indicative of final placings in the Festival markings. ***The Association will pay the royalties due for performances on the Recall Night.***
7. **AWARDS**
BRUZAUD CHALLENGE CUP for the best play of the Festival.
EILEEN HARPER MEMORIAL TROPHY for the next best play of the Festival.
EDNA NASH CUP for the play coming third in the Festival.
YOUTH AWARD for the best entry by a cast whose members are all under the age of 21 on 1st September. In order to safeguard a high standard of entry, a youth group must achieve 80% of the marks of the winning entry, in order to qualify for this award.
MADLINE BODEN ROSE BOWL for the best original play - to be presented at the Adjudicator's discretion.
GUILDBURY SHIELD for technical excellence.
THE SPOTLIGHT AWARD for the best use of lighting.
BARBARA HUNTLEY CUP Adjudicator's award.
THE GODALMING THEATRE GROUP CELEBRATION 85 CUP for the Director showing most imagination and flair.
IAIN HOME ROSE BOWL for the best performance by an actor.
RICHARDS-SMITH CUP for the best performance by an actress.
HANDLEY-JONES CUP for the best performance by a supporting actor.
IRENE HUTCHENCE CUP for the best performance by a supporting actress.
DESMOND HOLT MEMORIAL CUP for the best performance by a junior player aged under 21 on 1st September.
THE PAULINE BROWN AWARD for Best Backstage Management.
THE GRAHAM BROCKIS AWARD for excellence in Sound Design
Certificates will also be presented to all award winners.

WOKING DRAMA ASSOCIATION - ANNUAL DRAMA FESTIVAL

ENTRY FORM - PART A - TO BE RETURNED BY 1st July 2010

RETURN FORM TO: SHIRLEY CUMMING, 25 THE GROVE, WOKING, SURREY GU21 4AF

Name of Society
Name, Address and Telephone Number
of Secretary or Equivalent
E-mail address (if applicable)

DECLARATION

This Society undertakes to provide the undermentioned entry in the above Festival, subject to acceptance by the Committee. The entry fee of £10, or £15 for non-WDA members, per entry is enclosed, together with a copy of the script(s).

I agree to accept, on behalf of my Society, all the rules and conditions covering the Festival and to accept the Committee's decisions and the Adjudicator's marking as final.

(Signed)

Secretary or Equivalent

Date

Title of Play

Author

Type of Play

**WILL THERE BE ANY PLAYER UNDER 16 OR UNDER 21 IN YOUR PRODUCTION
YES/NO please state whether players will be Under 16 (child protection rules apply)**

Name, Address and Telephone Number
of Producer/Director
E-mail address (if applicable)

Please indicate with a tick if:

- The cast will all be under 21 years of age on 1st September.
- The play is expected to contain material (either textual or visual) which might be considered unsuitable for children.
- The play is the category of the New Play Award - *a play that has had no previous public performance.*

Please also indicate estimated running time. This is to help plan each evening's programme.

- 20-34 minutes (Short)
- 35-49 minutes (Medium)
- 50-60 minutes (Long)

Producer's/Director's holiday dates

Secretary's holiday dates

WOKING DRAMA ASSOCIATION - ANNUAL DRAMA FESTIVAL

ENTRY FORM - PART B - TO BE RETURNED BY 24th July 2010

RETURN FORM TO: SHIRLEY CUMMING, 25 THE GROVE, WOKING, SURREY GU21 4AF

This information will be incorporated in the printed programme.

USE BLOCK CAPITALS AND PLEASE TAKE CARE WITH SPELLING

Name of Society

Title of Play

Author

Director's Name, Tel No. and e-mail

If possible please enclose one 8" x 10" black and white photographs of the cast for FOH and publicity purposes (Costume optional)

THERE IS A PROGRAMME DETAILS FORM ON THE WEBSITE WHICH COULD ALSO BE SENT TO SHIRLEY VIA E-MAIL IF PREFERRED.

CAST (Attach separate sheet if more space is required)

If the play is not in the Youth Entry class, please indicate by an asterisk (*) if any member of the cast will be under 21 on 1st September. Use a (#) if player is under 16

Director's Name..... Tel:

Address: E-mail

NOTE (Re eligibility for Desmond Holt Cup)

Scene(s) (i.e. Where/when the action takes place, if wanted to be stated in the printed programme)

.....
.....

Producer/Director

Stage Manager

Any other credits (e.g. Lighting, Sound, etc) if wanted to be stated in the printed programme

.....
.....

We WILL/WILL NOT be available for recall on the final night

(Saturday 17th October 6.30pm start)

Please note: When the Adjudicator chooses his order of programme for the recall night we try to keep to it. You are therefore reminded that if you indicate that you are available this should mean that you are available at any time on the recall night, be that first, second or third play on.

WRITTEN ADJUDICATION REQUIRED (COST £30 – Cheques payable to Woking Drama Association) YES/NO

ALL WINNERS FESTIVAL

YES If our play wins the Woking Festival we would like to put it forward for the All Winners Festival*

NO Please do not put our play forward for the All Winners Festival*

YES/NO If our play is the winning Youth Entry we would like to put it forward for Selection to the All Winners Festival*

* please delete as appropriate

(Signed)

Date