

Office use only: Applicant Registration Number:



Wairarapa  
**One Act Play Festival**  
July 27<sup>th</sup>- 29<sup>th</sup> 2018

**Information  
and  
Registration Pack  
for  
Participants**

Presented by:  
Limelight Theatre Company, Carterton, Wairarapa.  
[www.limelight.org.nz](http://www.limelight.org.nz)  
Email: [festival@limelight.org.nz](mailto:festival@limelight.org.nz)

## **Wairarapa One Act Play Festival**

### **July 27<sup>th</sup> - 29<sup>th</sup> 2018**

Limelight Theatre Company are proud to announce the 2018 Wairarapa One Act Play Festival. We invite all theatrical Groups to compete and participate in an amazing weekend of theatre and friendship.

**All enquiries, expressions of interest and entry forms to:**

**Festival Director – Lynn Bushell**

Email: [festival@limelight.org.nz](mailto:festival@limelight.org.nz) Phone: 02825542458

Limelight Theatre Company, P O Box 148, Carterton, Wairarapa

All plays to be performed at the Carterton Events Centre, Holloway St, Carterton, Wairarapa.

Adjudicator : TBA

### **Sessions and Tickets**

Sessions will be run over the weekend, concluding with a presentation ceremony.

Each session will consist of 3 plays with a short break in between.

This may change depending on the number of entries.

Tickets will be available to purchase for each session, a Festival Day Pass or a Weekend

Festival Pass for a discounted price.

To celebrate the opening of our Festival, Meet and Greet drinks and refreshments will be organised at the Carterton Events Centre. This will be a great opportunity for all participants to network and socialise with other Groups, sponsors, meet the Limelight Theatre Committee and Festival Team.

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**REGISTRATIONS FORMS ARE NOW AVAILABLE FROM**

**Festival Coordinator**

**Registration forms must be returned by 5pm on Tuesday 1st May 2018**

**Registration fee - \$60 for one play or \$40 per play for 2 entries or more**

**Payment must be submitted with registration forms.**

## Wairarapa One Act Play Festival July 27<sup>th</sup> - 29<sup>th</sup> 2018

### CONDITIONS OF ENTRY

1. All directors, actors and crew must be of amateur status, i.e. their role in theatre, film or television is not their major source of income.
2. All entries must be on official Wairarapa One Act Festival entry forms.
3. The play can be a drama, a comedy, tragedy, farce or musical.
4. Where cut or adapted versions of plays are presented, written permission from the Playwright or the Playwright's Agent for such a presentation, must accompany the Entry Form and a copy of all the cuts and/or adaptations in full, must be forwarded to the Festival Director. For plays obtained via the internet, copies of the web page authorising performances and/or cuts and adaptations must be included with the Festival Entry Form.
5. **APRA Performance Rights and Licence.** Performance Rights and Music Licence **must be obtained** from APRA before rehearsals begin and Royalties **must be paid** prior to performing the Festival. No APRA licence is required for playing music in the auditorium of a theatre, as the lights go down at the start of a production, during scene changes, during the interval, and after the final curtain or blackout of a production. Proof of obtaining Performing Rights, paid royalties and an Agreement with APRA must be sent to Festival Director.
6. Groups are responsible for **obtaining all Performing Rights** and **making all Royalty payments** in connection with their presentation. Performing rights must be obtained before rehearsals begin and royalties must be paid prior to performance.
7. An Entry fee of **\$60.00 for a single entry** or, **\$40.00 per play for two or more entries** from the same organisation, must be received by Festival Manager before an entry will be acknowledged.
8. If too many entries are received, the decision on who performs rests solely with the Festival Committee and no correspondence will be entered into.
9. The Festival Committee may request a second choice from Groups who submit the same play.
10. Plays require a minimum of two performers with dialogue. Monologues will not be considered.
11. Groups will be allocated a maximum of 60 minutes per production which includes 5 minutes to set and 5 minutes to strike the stage. Plays must be a minimum of 10 minutes to a maximum of 45 minutes in duration. Plays will be penalised if they do not meet these requirements.
12. Groups are responsible for setting and striking their stage.
13. Two clean scripts are to be sent with each entry form - one for the Adjudicator & one the Festival Director. Scripts are required by **Friday 15<sup>th</sup> June 2018.**
14. Cast lists, synopsis of play (100 words max) and a short history of the performing Group are required for the programme and must be sent with entry form.
15. The Adjudicator's decision is final and no correspondence will be entered into.
16. Payment must be received by the Festival Manager with **Registration by 1 May 2018.**
17. Seating capacity of the theatre is 49.
18. The Festival Committee reserves the right to allot dates & times as demanded by the needs of the programme & other competitors. Short notice alterations to programme may need to be made if Groups are late/do not appear.
19. Groups may provide their own Stage Manager who will work in conjunction with the Festival Stage Manager. The Festival Stage Manager will be available for help and advice whenever necessary.
20. Lighting plots & special effects will require special arrangements with Festival Technical Director. A Lighting and SFX plan must be provided to the Festival Technical Director by **15 July 2018.**
21. In house audio equipment is available and will be operated from the Sound and Lighting Box by the Festival Sound and Lighting Technicians.
22. If your play requires the use of a prop gun or sword of any description (including imitation), the name of the person responsible must be given at time of entry. No live or blank ammunition is permitted.
23. There will only be technical rehearsals for sound & lighting, there will be no on-stage rehearsals.
24. Times for technical rehearsals will be strictly adhered to. Please be prompt, at least 10 minutes prior.
25. Limelight Theatre Company cannot accept responsibility for any loss or damage to participants or their property during the Festival.

**Infringement of any of these rules will result in disqualification from the Festival.**

# Wairarapa One Act Play Festival

July 27<sup>th</sup> - 29<sup>th</sup> 2018

## Awards

Best Production	Trophy and certificate
Best Actor	Trophy and certificate
Runner Up Best Actor	Trophy and certificate
Best Director	Trophy and certificate
Best Youth Production	Trophy and certificate
Adjudicators Special Award	Certificate
Technical Design	Certificate
Encouragement Award	Certificate
People's Choice Award	Trophy and certificate

## Provisional Programme

### Friday 27th July

11.00am	Technical Rehearsals
7.00pm	Welcome to all Participants
8.00pm	Session 1 (3 plays) Open to public

### Saturday 28th July

8.00am	Technical Rehearsals
10.00am	Session 1 (3 Plays) Open to public
2.00pm	Session 2 (3 Plays) Open to public
7.30pm	Public Performance – Finalists and Awards

### Sunday 29th July

9.00am	Pack Out
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**Please note:** Awards Presentation will be brought forward if sessions are not filled.

If in the adjudicator's opinion, a sufficiently high standard has not been achieved in any of the above categories, awards will not be made.

# Wairarapa One Act Play Festival

## July 27<sup>th</sup> – 29<sup>th</sup> 2018

### REGISTRATION FORM

Name of Group: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Town \_\_\_\_\_ District \_\_\_\_\_ P/C \_\_\_\_\_

Phone: (B H) \_\_\_\_\_ (A H) \_\_\_\_\_ (Mob) \_\_\_\_\_

Email Address: \_\_\_\_\_

Is your entry an unpublished script? Yes [  ] No [  ]

**PLEASE REGISTER OUR GROUP FOR PARTICIPATION IN THE  
WAIRARAPA FESTIVAL OF ONE ACT PLAYS 2018**

- We enclose our non-refundable registration fee of **\$60.00 or \$40.00 per play if two or more entered** (Please have cheques made payable to Limelight Theatre Company.)
- Bank Deposit Westpac **03-0609-0096209-00** Please include your Group Name In the reference and 1Act in code sections.
- ***Please note this is a non-refundable fee.***
- There is no restriction on the number of entries from any one organisation but a fee is payable for each entry.

**Festival Meet and Greet**  
**If more than 9 entries – Friday 7.30pm**  
**at Carterton Events Centre**

for all participants, adjudicator, committee and sponsors.

Please indicate your Group's attendance: Yes [  ] No [  ]

If yes, number attending: \_\_\_\_\_

# Wairarapa One Act Play Festival

## July 27<sup>th</sup> - 29<sup>th</sup> 2018

### Entry Form – 1

Name of Group: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Town \_\_\_\_\_ Area \_\_\_\_\_ Post code \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Title of Play: \_\_\_\_\_

Playwright: \_\_\_\_\_

Duration of Play: \_\_\_\_\_ (excluding set up)

Performance Rights payable to: \_\_\_\_\_

Characters (in order of appearance) performed by:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Director \_\_\_\_\_

Is this the Director's first production? Yes [ ] No [ ]

**Please list the following if they will be participating in the Festival.**

**Groups are responsible for providing their own musical instruments and music stands.**

Musical Director \_\_\_\_\_

Pianist/Orchestra \_\_\_\_\_

Youth Category: Yes [ ] No [ ]

(Proof of age required for this category) Must be under 20 at 29<sup>th</sup> July 2018.

# Wairarapa One Act Play Festival

## July 27<sup>th</sup> - 29<sup>th</sup> 2018

### Entry Form - 2

**Brief synopsis of play:**

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**Please tick the following that applies:**

Drama [ ] Comedy [ ] Farce [ ] Musical [ ] Tragedy [ ] Black comedy [ ] Other:

**To ensure the public are adequately informed of your Play content please advise if it is suitable for:**

General (family) exhibition [ ] Adults only [ ] Is there any mature language? Yes [ ] No [ ]

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**Furniture, Props and Special Requirements**

- Access to back of stage area is via a loading dock, at truck height, with easy access directly onto the stage.
- The theatre has lights and sound facilities of a professional standard, good size and well-appointed dressing rooms, and a large foyer and a kitchen with coffee and food preparation facilities. All facilities are air-conditioned.
- Hand props are your responsibility.
- Any stage props will be the Groups responsibility to provide. We will not be able to build sets.

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# Wairarapa One Act Play Festival

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### Entry Form - 3

**Lighting requirements:**

Please detail on a separate sheet and provide as much information as possible. We will endeavour to achieve the effects requested but any special requirements you will need to provide yourself. Please provide a lighting plot. We will provide basic white light. Please contact our Festival Technical Director for further details on lighting available at the venue.

**Sound requirements:**

Please bring all special sound effects and/or music on a USB flash drive in mp3 format. The Festival Technical Coordinator and Festival Stage Manager shall have sole authority of facilities under their area of control.

Signed \_\_\_\_\_

On behalf of \_\_\_\_\_

Name (printed) \_\_\_\_\_

- In order to minimize disturbances, admittance to the theatre will not be permitted during performances.
- Patrons are requested to turn off mobile phones to avoid interference with the theatre’s electronic systems.
- We wish all our competitors a wonderful time at the Festival and in our beautiful town of creative

Carterton - Wairarapa

**Office use only:**

Date entry received	[                    ]	Registration payment received	[                    ]
Date confirmation sent	[                    ]	Performance Rights approval	[                    ]
Copyright changes approval	[                    ]		
Receipt date of: <b>Scripts</b> x 2.	[                    ]	<b>Plots:</b> Lighting	[                    ]
		Sound	[                    ]