

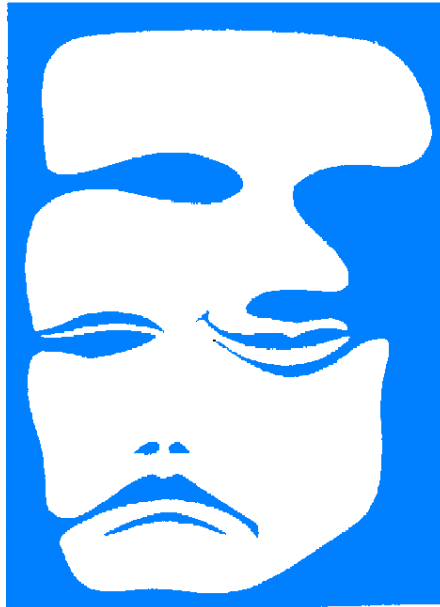


The AETF

FESTIVAL RULES

The
ALL-ENGLAND THEATRE FESTIVAL

FESTIVAL RULES



relating to
Quarter-Finals
Semi-Finals
& the
ENGLISH FINAL



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FESTIVAL RULES

ENTRANTS RULES

WHO CAN ENTER?

1. The Festival is open to any amateur group who gather together to present a performance.
2. All players must be amateur i.e. those whose main income is not earned by acting.
3. Dramatic Schools for the training of professional actors are not eligible.
4. By entering the AETF Festival companies commit themselves to performance at each level if selected and are expected to appear.

HOW DO WE ENTER?

5. Entry into the National Festival must be via a Preliminary Festival, either a local festival organised by the AETF or an independent local festival affiliated to the AETF.
6. Any company: -
 - 6/1. Who desires to enter the AETF competition must declare this on the Preliminary Round entry form.
 - 6/2. Companies must provide a completed AETF Declaration immediately following their selection.
7. A company may: -
 - 7/1. Enter and opt with any number of plays in a Preliminary Festival.
 - 7/2. They may enter as many festivals as they like, but can only opt from one, preferably their local Preliminary (First Round) Festival.

WHAT CAN WE ENTER?

8. No play in copyright may be performed without production of its performance licence and written permission for any cuts or alterations. This to be presented to the Festival Stage Director.
9. Any copyright recorded speech or projection of film or TV material can be used as long as proof of permission is produced.
10. Scripts or written synopses in the case of improvisations must be submitted by the date requested to the organisers in advance of the festival.
11. There must be a minimum of two speaking parts on stage.
12. A company must offer a production, which meets the timing requirement, and is performed as per the script they provide for the adjudicator.
13. Only hard copies of scripts are accepted. Photocopies are only acceptable with written permission of the publishers.
14. Each entry must be at least twenty minutes in length and not exceed fifty-five minutes. This includes any time spent changing scenes or used to set mood by cast or music. Curtain calls are not permitted.
15. Entries are allowed ten minutes to set and five to strike. This is not included in the playing time.
16. Penalties for not keeping within times for performance, setting and striking are: -

Up to 1 minute	1 mark
Up to 2 minutes	3 marks
Up to 3 minutes	6 marks
Up to 4 minutes	10 marks
Up to 5 minutes	15 marks
Over 5 minutes	Disqualification
17. The scenery must be freestanding within the supplied 'black box'. Individual theatres may provide additional facilities.
18. Scenery, all properties and any special technical equipment required for their production must be provided by the companies and fireproofing of all materials and sets is their responsibility.
19. Companies must give advance notice to the relevant organisers of special equipment or effects such as naked lights, pistol shots etc which must comply with the theatre's requirements. Local regulations may differ especially with regard to items such as smoking on stage.

HOW WILL WE BE JUDGED?

20. The adjudicator will give a public adjudication of each entry and at the end of the Festival select and announce the company/companies to go forward to the next round.
21. The adjudicator will use the following marking system: -

Acting	40
Production	35
Stage Presentation	15
Dramatic Achievement	10
22. The adjudicator's decision is final.
23. Written adjudications can be arranged for companies provided a written request is made to the organisers, together with necessary fee, before the festival.



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FESTIVAL RULES

FESTIVAL ORGANISERS' RESPONSIBILITIES

A: FESTIVAL MANAGEMENT

A1. Festival Organisers must confirm that: -

- A1/1. Entrants have signed an acceptance of the 'AETF Festival Rules'.
- A1/2. The preliminary round organiser has signed that their winning production is acceptable to the AETF.
- A1/3. The entrant has opted to go forward from one 'Preliminary Round' only.
- A1/4. The entrants abide by the 'Entrants Rules'.

NOTE: The 'DECLARATION FORM' is shown in Appendix. 1.

- A2. Festival organisers must inform companies of any known limitations relating to the venue.
- A3. At each festival the responsible committee will appoint an Official Timekeeper, who shall always use a stopwatch, and a Stage Director, whose decision on all backstage matters shall be final and binding on all companies.
- A4. Legal liability: -
 - A4/1. Festival organisers are subject to the Theatre Act 1968 and are deemed to have full knowledge of the provisions of this Act, and the Liabilities thereunder concerning the performance of plays which might be considered obscene, seditious or libellous or likely to incite racial hatred or a breach of the peace.
 - A4/2. The AETF will abide by its Child Protection policy as laid down in the 'AETF Operational Rules'.
 - A4/3. The AETF will enforce the Health & Safety policy at the theatre being used. We do not accept responsibility for changes that this may entail in performances.
- A5. Script for Adjudicator: -
 - A5/1. Festival organisers shall supply to the adjudicator, at least three weeks before the festival in which it appears, the script in the version to be performed.
 - A5/2. The script will be returned to the company after the festival.

NOTE: Electronic copies are not acceptable, neither are photocopies unless accompanied by written permission of the copyright holder.

B: VENUE MANAGEMENT

- B1. In all Rounds, the responsible organising committee will provide a theatre with basic stage lighting, the necessary organisation and a 'black box' acting area.
- B2. The companies must provide scenery and properties, for their own production. Fireproofing of all materials and sets is the responsibility of the company. The use of all such items is subject to the sanction of the festival Stage Director at each round.
- B3. Effects & Additional Equipment - Companies must give advance notice to the festival Stage Director, so that local theatre regulations can be complied with: -
 - B3/1. If they propose to use, at their own expense, additional lighting equipment e.g. supplementary floods, spots etc.
 - B3/2. If they propose to use unusual effects, pyrotechnics, naked lights, pistol shots, etc. This also covers SMOKING on stage.
 - B3/3. The AETF cannot be held responsible if theatres do not allow the use of certain effects.
 - B3/4. If it is found necessary to place limits on the proposals of companies in regard to such additional equipment or effects, the companies will be notified by the Stage Director, whose decision is final.
- B4. An electrician will be available for set up. He may also be responsible for the operation of the lighting desk and lighting equipment, under the direction of the company stage manager or director where the relevant Theatre regulations require.
- B5. It will be the responsibility of each company to see that the lights, sound and curtains, are correctly cued during the performance, and that the scenery is correctly positioned and struck within the allotted times.



The AETF

FESTIVAL RULES

- B6. No part of a festival performance can be recorded, filmed or televised.
- B7. An announcement should be made before each public performance stating that 'Mobile Phones should be switched OFF and that NO recording or photography is allowed.
- B8. Audience members should not be allowed to enter the auditorium once a performance has started.

C: To PROVIDE AN ADJUDICATOR

- C1. The adjudicator will deliver a public adjudication on each entry appearing in the festival, mindful of a duty to provide supportive criticism which will help both the companies and the audience understand the performance and its objectives.

NOTE: No electronic recording can be made of the adjudication without the permission of the adjudicator.

- C2. The adjudicator will select in each round of the festival the number of companies required by the organising committee to proceed into the next round.
- C3. The adjudicator will announce the names of the companies selected to appear in the next round at the conclusion of the public adjudication, but will neither publicly divulge the marks, nor indicate the complete order of merit of the companies.
- C4. Festival organisers should advise the availability and cost of written adjudications, and arrange prior to their festival.

NOTE: The content of the written adjudication remains the 'Intellectual Property' of the adjudicator. This MUST NOT be published or reproduced in full or part without the written consent of the adjudicator.

- C5. Conflict of Interest: -
 - C5/1. The festival adjudicator will NOT have adjudicated any festival which has fed directly into the current festival.
 - C5/2. The receiving committee can only overrule this in exceptional circumstances.
 - C5/3. An adjudicator must not adjudicate a company's entry into an AETF Festival, if he or she is affiliated to that company, in any way.
 - C5/4. An adjudicator must inform the festival organisers of any potential Conflict of Interest. If the organising committee feel that there is a significant conflict of interest they should ask the adjudicator to stand aside without payment or having to honour the contract.
- C6. The responsibility for disqualification rests with the Festival Organising Committee; their decision is final. This decision must be passed to the adjudicator prior to his announcement of the results.

D: AETF REQUIREMENT'S

- D1. Festival Organisers must as part of their overall remit, promote the AETF, by displaying any publicity material supplied relating to subsequent rounds or the purpose of the AETF.
- D2. The AETF boundaries for Preliminary Rounds and Divisional catchment areas are laid down in the 'AETF Operational Rules'.
- D3. The AETF can not hold themselves responsible for any personal liability or for loss of or damage to scenery, costumes, properties, furniture or other theatrical equipment. Companies should take out their own insurance cover.
- D4. All AETF Festivals are covered for Public and Employers Liability Insurance. Information is available from your Area or the National Treasurer.
- D5. In case of doubt or dispute as to the interpretation of these rules or in any matters not covered thereby, reference shall first be made to the body organising the festival concerned but the final court of appeal shall be the AETF Trustees.
- D6. Grievance Procedure. This should be considered and implemented as per the 'AETF Operational Rules'. The decision made at the festival will not be overturned.

THE END



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FESTIVAL RULES

APPENDIX 1

DECLARATION

On behalf of (Name of Company)

We are representing the (Name of Preliminary Round)

1. We have read and will comply with the AETF rules.
2. We are an Amateur Group as defined within the rules.
3. We will appear at all rounds for which we may be selected.

Signed

(Position in Company)

Date

On behalf of the Preliminary Round Festival: -

(Name of Company) production of

..... will be representing us

at the Quarter Final (Division) in the N/C/W/E Area.

On behalf of the Preliminary Round Festival of the AETF: -

- ◆ We confirm that it meets the entry requirements of the AETF.
- ◆ We also confirm that to the best of our knowledge this is the only Preliminary Round Festival from which this company is opting to go forward into the AETF festival.

Signed

Festival Organiser/Secretary

Date

This form should be completed by each team going through to the Quarter Finals and returned to the appropriate Divisional Secretary, who will subsequently pass it on to the National Festivals Co-ordinator, as soon after the conclusion of the Preliminary Round Festival as possible.
