

THE GIBRALTAR
DRAMA FESTIVAL 2019

RULES

INTRODUCTION

1. The Gibraltar Drama Festival will be held to promote the production and performance of amateur drama in Gibraltar.
2. The Festival will be organised and controlled by Gibraltar Cultural Services (hereinafter called the Organiser).
3. The Festival will be held between Monday 18th March and Saturday 23rd March 2019 (dates subject to change depending on entries).

ENTRY

1. Entry to the Gibraltar Drama Festival is open to:
 - a. An adult amateur Group. The term 'adult' is here taken to indicate a society predominantly for those over statutory school leaving age.
 - b. Youth Groups. The term 'youth' is here taken to indicate a society with all acting parts performed by young participants aged 17 or under. Young participants aged 16 or under must be accompanied by a responsible adult at all times.
2. The Organiser reserves the right to:
 - a. Refuse any entry without assigning a reason for doing so.
 - b. Make any regulations or interpret them or qualify any of these rules as the occasion may arise without prior notice.
 - c. Decide upon the order in which the plays are performed.
3. Entrance of plays in the Festival is free. However, a deposit of £100 (cheques payable to Gibraltar Cultural Services) is required when submitting the entry. The deposit will be refunded if the Group gives a public performance at the Festival.

Note: Groups who, without reasonable cause, withdraw from the Festival after their entries are accepted can cause difficulty and unnecessary expense. Groups are reminded that by entering they have undertaken a contract to give a public performance and they are expected to appear, even though, for example, a principal part may have to be read.

Where the Organisers are of the opinion that a Group has withdrawn without an adequate and acceptable reason, the deposit will not be refunded and may decide that the Group concerned shall be banned from future festivals or only admitted upon special terms.

4. All entries must be submitted by no later than Monday 21st January 2019. No late entries will be accepted. The entry form must be completed and signed by the Group Director to indicate acceptance of the rules and conditions of entry. The entry forms must contain copies of all the required documentation as detailed therein.

5. A copy of the script (with any amendments to the original, clearly indicated) and programme details must be submitted to the Organisers by Monday 11th February 2018. The Organiser will be responsible for reading the scripts. If the Organiser is of the view that the play may cause offence, it may be (a) barred from performance or (b) accepted on a restricted non-competing basis.
6. Each Group must detail (in the format requested by the organiser) the composition of its team and their particular area of responsibility e.g. Director, Producer, Technicians, Stage Managers, etc. Youth players must be clearly identified and date of birth provided.
7. Failure to provide all the relevant documentation will render the application ineligible.
8. No Group shall be allowed to enter the same work in the Festival more than once in a period of five years.
9. A Group may submit more than one play.
10. Plays must be in the English language.
11. **NO AMENDMENTS/ADDITIONS/DELETIONS** can be made to any play unless we have the written consent of the author so that this can be shown to the adjudicator. Failure to adhere to this will result in disqualification.
12. Dramatic schools for the training of professional actors are not eligible to enter the Festival.
13. Groups are not allowed to use the services of any professional directors or actors. In this context, “professional” is taken to mean a person who is engaged in this activity, on a full-time basis, as the only means of his/her livelihood.

FESTIVAL ORGANISATION

1. The Organisers will appoint a Festival Director and Administrator Team who will be the official point of contact for any queries that the Groups may have relating to the Festival.
2. The Organisers will appoint a Festival Stage Director whose decisions on all backstage matters shall be final and binding on all Groups.
3. The Organisers will appoint a Festival Technical Director whose decisions on all lights and sound matters shall be final and binding on all Groups.
4. The Organisers will appoint a Front of House Manager.
5. The roles of those listed above will be to assist, guide, train and ensure all relevant participants in the Festival properly and safely undertake their respective discipline.

FINANCES

1. Groups may claim a grant for expenses incurred per each entry.

2. Claims must not exceed £200 per entry.
3. Claims may only be made for expenses directly attributable to participation in the Festival.
4. Once an entry has been approved for participation, an initial advance grant of up to £100 will be paid to the Group. Relevant receipts and refunds, if applicable, to be presented before the Festival's Opening Night.
5. Any remaining payment will be paid to the Group upon further production of clear and detailed receipts and must be presented to the Organiser within 10 working days of the end of the Festival.
6. A share of net ticket sales proceeds will be distributed amongst participating groups at the end of the Festival.

PERFORMANCE

1. The production entered must be one of the following:
 - a. A one-act play.
 - b. An extract from a longer play (provided that this extract is intelligible to the audience who has not seen the play from which the extract is taken).
 - c. Some other form of theatrical performance as approved by the Organiser.
2. Each performance must be at least 20 minutes in length and must not exceed 55 minutes. A ten minute allowance maybe allowed, at the adjudicators discretion. Curtain Calls are not permitted.
3. Each Group will have a maximum of 10 minutes to set the stage and 5 minutes to strike it. These times are additional to the playing time allowed. An Official timekeeper will be appointed by the Organisers and penalties may be put in place for not keeping to the allocated times.
4. In the case of copyright plays, it is the Group's responsibility to ensure that the author's permission is obtained at the Group's expense. A copy of the licence must be presented to the Organisers by the closing date.
5. In the case of music copyright, applicants are advised to consult the Performing Rights Society as it is the Group's responsibility to obtain the necessary licences at their own expense. A copy of the licence must be presented to the Organisers by the closing date.
6. The Organisers shall be responsible for setting the order of performance and Groups must perform in the order stated in the programme. The Organisers will consider the following:
 - a. The need to provide a balanced evening of entertainment
 - b. The total length of each evening's performance

PRESENTATION

1. The Organisers will provide the Ince's Hall Theatre venue, including its stage lighting and sound facilities, as well as the necessary Front of House organisation.
2. The stage is 6 metres wide x 7 metres deep.
3. The Organiser will supply each Group with allocated rehearsal slots
4. The Groups must ensure that all rules applicable to the Ince's Hall Theatre (as per attached sheet) are adhered to.
5. It is the responsibility of the Group to provide whatever other materials, props, equipment etc. it may need. The use of all equipment is subject to the consent of the Organiser which will be based on Health & Safety and other practical considerations. If it is found necessary to impose limits to the proposal the Group will be notified and the Organiser's decision is final.
6. A "Props Form" must be completed by the Group and submitted to the Organiser by the specified date.
7. Sets and props may be stored in the **basement** backstage area by arrangement with the Organisers. No set or furniture may be stored in the stage area during rehearsals. After the Festival's final performance, all sets, props and furniture must be removed within five days.
8. Any items left behind after the Festival by any Group will be disposed of by the Organiser at the Group's expense.
9. The Group's Technical Director and/or Group's Stage Director will be responsible for the switchboard and lighting equipment under the direction of the Group's Director and/or Stage Manager.
10. It is the responsibility of each Group to see that the lights are correctly set. Lights or stage lamp sockets connected to the dimmer packs may **NOT** be moved in any way.
11. Any changes to the lighting plot has to be effected within the allocated period for setting and striking.
12. It is the responsibility of each group to appoint competent persons to perform the following tasks:
 - a. Supervise the setting and striking of the set.
 - b. Ensure that the curtains open and close at the appropriate time.
 - c. Operate the sound and light equipment during the performance.
13. Groups will not be allowed to stick or glue any items whatsoever on the stage curtains or backdrop. No paint spray, glitter or foams of any type will be allowed on stage. The backdrop may **NOT** be removed for any performance.
14. No recorded speech, film or TV material may be used without the written consent of the copyright holder.

15. No part of the Festival performance may be recorded, filmed or televised. The Organiser may arrange for GBC to cover the event.
16. The Organisers reserve the right to allow a different venue to be used.
17. The Organisers will allocate a prop storage area backstage and a changing room for each group.

ADJUDICATION

1. The Organiser will provide an Adjudicator especially for the event.
2. Communication with the Adjudicator by Groups or other interested parties prior to or during the Festival is prohibited and may result in disqualification. The Adjudicator's decision is **FINAL**.
3. The Adjudicator will deliver a public adjudication of each entry performing in the Festival. The aim will be to provide constructive criticism that will help both the Group and the audience.
4. The Adjudicator will neither publicly divulge the marks nor the order of merit of the Groups. Each Group will receive a written report containing a summary of the Adjudicator's criticism of the performance.
5. The Adjudicator will select a number of plays to be performed on the Finals Night. The Finals Night will include the top two or three plays (subject to the timings of the plays) and will include the winning play of the Festival (Best Play).
6. Trophies will be presented at the Gala Night during the prize giving ceremony.
7. The Adjudicator reserves the right not to award a prize where it is considered that the standard is insufficiently adequate, there is a lack of entries, or Groups infringe the rules.
8. Awards will be given for:

Adjudicator's Award; Best Set Presentation; Best Technical Presentation; Best Supporting Actor; Best Supporting Actress; Best Supporting Youth Actor; Best Supporting Youth Actress; Best Actress; Best Youth Actress; Best Actor; Best Youth Actor; Best Director; Best Original Script; Best Play.

Each of these will receive a trophy. The Group winning the "Best Play Award" will also receive a cash prize of £1,000.

9. The "Best Play Award" will be marked out of a possible total of 100 points. Points will be awarded for; Acting, Production and Endeavour / Originality / Stage Presentation / Theatrical Attainment.

GENERAL

1. Groups are not allowed to commercially advertise their play with the exception of advertisements forming part of the Festival's promotion. The Organisers will have the sole responsibility for the marketing of the event.
2. Participants are required to leave the dressing rooms, toilets and backstage area clean and tidy at all times.
3. Any Group withdrawing from the Festival within a period of one month before the start of the Festival will forfeit all monies paid. They will also have to reimburse the Organiser with any monies paid to them.
4. Group Directors must ensure that their cast and staff abide by the rules and conditions of entry. The Organisers reserve the right to expel an individual or Group who do not comply with the Festival rules.
5. Any damage or loss caused to either the theatre, equipment, etc., will be the sole responsibility of the user as per allocated rehearsal and performing slots. The Organiser reserves the right to make a charge for the repair or the replacement of equipment that is found deficient after the Group's use.
6. The Organiser will not accept any responsibility for loss or damage to sets, props, costumes, furniture, property or any other theatrical equipment during the Festival. Groups are advised to obtain appropriate insurance cover.
7. The Organiser's decision on the order of rehearsals/performances or any other matter arising from the rules or any subject connected to the Festival, is final.
8. The Organisers would like to draw attention to the fact that the storing of props and flats at the Ince's Hall has been substantially curtailed due to the recent works effected. In this connection, it is recommended that participants do not use large sets/props. Participants are welcome to visit the Theatre, in order to gauge the parameters. Visits should be arranged with the organiser.
9. Each group will be provided with a number of free tickets to the festival, as well as to the Finals Night. Additionally the participating groups will be given the option of purchasing a limited amount of tickets, to any performance, before the tickets are put on sale to the public.

**CLOSING DATE FOR ENTRIES IS
Monday 21st January 2019**