



DUNCAN RAND FESTIVAL RULES & CONDITIONS

1. Entry fee is £35.00 for each play entered. This is non-returnable. A Group may enter up to 3 productions.

PAYMENT – Please pay by BACS with the following information

Account name: Medway Little Theatre

Sort Code: 09-01-55 **Account number:** 66013088

Reference: Please use DR and the Name of your Group – abbreviated if necessary. If you need to pay by cheque instead, please make cheque payable to **Medway Little Theatre**.

Please send entry form and adjudicator's copy of the script, to reach the Festival Secretary by **7th May 2022**.

2. Scripts: Photocopied scripts of published plays are not permitted without written permission. Any major cuts/changes must likewise be supported by written permission.

3. Due to requests, we are permitting plays to be entered this year that contain **a minimum of 2 speaking parts** as originally written by the Author.

4. "Play" includes a standalone act from a full-length play or an improvisation as long as a synopsis of scenes is provided.

5. Running Times: Minimum 20 minutes, maximum 50 minutes. The Festival Stage Manager may close the curtains on over-running plays at his/her discretion. Please note that point penalties for not meeting the time rule may be added. You will have 10 minutes to set your stage and 5 minutes to strike. Please note that your backstage and technical crew will be scrutinised for the awards on their actions during this time.

6. Technicians: You should provide your own stage and technical crews. If you are unable to provide these, MLT resident crew will stand in for you but in this case, you will not be eligible for technical awards.

7. "Youth" is defined as 17yrs and under. Older people may take part in the youth productions but will not be considered for awards. Please indicate on the entry form anyone aged 18+. For the Adult week production any actor 17yrs and under will be considered for the youth actor award. Please indicate if anyone in the cast would be eligible.

8. Child protection. No-one aged 17 or under is permitted to change into or out of costume on MLT premises unless such costume is worn over normal clothes. All children should be licenced to perform. We can licence them on our Body of Persons but will need 15 days to process the paperwork.

9. Tech Rehearsal times will be strictly adhered to. For instance, if two or more entries from the same group have been allocated consecutive rehearsal periods and only one is taken up, it will still be for 1 hour only. Similarly, you may not under-run one period in order to over-run another.

10. Conduct of tech rehearsals is included in the assessment for technical and backstage awards.

11. Enter/Leave the theatre via the stage door to the rear of the theatre. **CAR PARKING – YOU MAY NOT BRING ANY VEHICLE ON TO THE GRAVELLED AREA AT THE REAR OF THE THEATRE. LOADING/UNLOADING MUST BE DONE FROM THE ROAD.** There is adequate public parking close to the theatre for which there is a charge. You may not enter the auditorium or the wings during the tech rehearsal of another group. Please be as quiet as possible when entering or leaving the theatre.

12. Royalties: You must provide a licence to perform by your tech rehearsal. No licence = no performance. This is not negotiable. Also, all music in the production should be licenced – a proof of licence will be required – or a levy of £10 per production will be charged for PRS purposes. Please provide a list of all music used during your production.

13. Theatre Furniture / Set. Should you need to leave your own set after your tech this can be accommodated with approval by the Festival Stage team. Should you wish to use MLT props, set or furniture you are welcome to attend on a Tuesday Club night or speak to the team to arrange a date to source – please contact Festival staff for more information.