

TheatreFest ORGANISER'S HANDBOOK

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TheatreFest National Administrator
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1 INTRODUCTION

Mission Statement

Theatre New Zealand fosters and mentors community theatre and youth groups in all aspects of theatre. This includes performance, production, staging, design and script writing, through workshops and annual TheatreFests.

HISTORY

- The New Zealand Theatre Federation (NZTF) was founded in 1970 and became Theatre New Zealand in 2016.
- The Federation represents non-professional theatre societies throughout New Zealand.
- It became the successor to both the British Drama League (est 1932) and the NZ Drama Council (est 1945) as the one National Body to provide advice, services, support and training at all levels.

Advantages of Participating in Theatre New Zealand's TheatreFest

A Stage for Every Age

- The benefit of being assessed by an ANZDA Accredited Adjudicator, so your individual work and the production can develop to a greater degree.
- Adjudication can validate the standard to which you are aspiring.
- The accent of adjudication is on creativity, direction and acting.
- Net-working within the non-professional environment, including societies, directors, teachers and practitioners in all fields of theatre.
- You can enter a piece up to 50 minutes duration – regardless of genre, style or author.
- The TheatreFest format exposes participants to several styles of theatre in one evening.
- An ideal forum for practising your craft in a supportive atmosphere.
- A positive environment for young or new theatre practitioners to develop.
- Awards recognise endeavour.
- An environment in which both adults and young people can mix, work and learn off each other.
- Productions incorporating music and dance are eligible.
- Physical constraints regarding venues, technical rehearsals and travel, help to focus concept.
- Progressing on to Regional or National TheatreFest brings mana to your group.

Secondary Schools

- The fostering of inter-school relationships.
- Projects from your drama programme can be entered in the TheatreFest.
- Meets the performance requirements of NCEA Drama Achievement Standards:
 - Level 1: 90006, 90997, 90999, 90009
 - Level 2: 91213, 91214, 91216, 91218, 91220, 91221
 - Level 3: 91512, 91513, 91515, 91517, 91519, 91520
- Ensemble-devised class projects are eligible for entry and make good theatre.
- It creates a forum of opportunity regardless of socio-economic situation.
- Progressing on to the Regional or National TheatreFest inspires your team to step-up.
- Raises the profile of your school and drama course in the community and nationally.
- Travelling to other centres places Performing Arts on a par with sporting activities.
- Awards and cups can sit in your school alongside those of sporting achievements.

2 TNZ TheatreFest Rules

- The cast must consist of at least two performers.
- The presentation must be under 50 minutes. This is to include scene changing and opening and closing music. In addition, there is a maximum of 10 minutes for setting and a maximum of five minutes for striking the set.
- Teams will have 60 minutes on the stage as technical rehearsal
- No team is eligible to enter unless their Theatre Group/School is a financial member of TNZ. Current subscription is \$100.00. (it takes a minimum of 3 people to form a group)
- Performing Rights must be obtained and confirmed in writing and Royalty payments must be paid.
- Music Performance Rights and Licence must be obtained from APRA (if applicable).
- All complete entries for consideration in any Festival must be received by 1st July of that year

Due Date

JULY – 1st

Any production can enter the TheatreFest at any time, they require an ANZDA adjudicator's report; if there is a recommendation to the Regional's this is sent to the organisers by the Adjudicator. National Organiser needs all information by July 1st.

Final entry date for consideration for inclusion in the Regional Festivals (note productions may occur before or after this date)

- OLGA HARDING Writing Competition – scripts due by 1st July.

TNZ TheatreFest Fees

MEMBERSHIP

- 1) Each entry must come from a group or society. Any 3 or more people can form a 'group'
- 2) Group/society membership of Theatre NZ is \$100
- 3) Individual membership of Theatre NZ is \$40 but Individual Members cannot enter the festival other than as part of a group or society.

FESTIVAL ENTRANTS

- 4) Each festival entrant is \$140 for member groups/societies
- 5) Each festival entrant is \$260 for non-member groups [Note it is cheaper to just join as a member \$140 + \$100 = \$240 than to enter as a non-member \$260]

OLGA HARDING

- 6) **Olga Harding is \$70 per play**

OTHER

- 7) No Local fees, though groups or societies which organise the local (first round) Festival can apply to the National Executive for financial support of up to \$40 per entry. Any such application will need to be accompanied by a budget showing income and expenditure (such expenditure is envisaged as being used to fund theatre-hire, notably but not exclusively in Christchurch).

8) There are no multiple entry discounts from the same group or society. Note it is cheaper for multiple entries from one group to enter, than to enter individually from different groups as each group must become members.

3 PLANNING

Organisers

- Organise venue, dates and times for your TheatreFest as early in the year as possible, even the previous year. The Regional and National dates are on the TNZ calendar. When these details have been organised, please advise the TheatreFest National Administrator. If you are hiring a Theatre, please ensure you have Public Liability Insurance cover.
- Confirm in writing that your venue is booked for both technical rehearsals and performances and that any additional rooms needed for social functions etc. are also booked.
- Appoint an Adjudicator. Contact ANZDA to request an adjudicator Theatre New Zealand recommends that accredited ANZDA (Association of New Zealand Drama Adjudicators) Adjudicators be appointed. To obtain a list of ANZDA Adjudicators, please refer to Theatre New Zealand website www.theatrenewzealand.co.nz, click on Services, click on Adjudication and download the Information Booklet. For the Regional and Final Festivals, the National Council will organise the Adjudicators.
- Appoint TheatreFest Staff:
 - Stage Manager - the overall running of the Festival backstage. Responsible for safety (including risk identification, fire and audience comfort), timings according to festival rules, and smooth operations (logistics, disputes, and major decisions),
 - Lighting Technician - set up of basic lighting and visual effects and assist in pointing specials (may need to support groups or operate shows)
 - Sound Technician - set up of basic sound effects (may need to support groups or operate shows),
 - Time Keeper - reports to stage manager; records to confirm that plays don't exceed allotted time
 - Adjudicator's Minder - shadow and protector, reminds of duties and time limits
 - Front of House - all programme and ticket sales, liaise with Stage manager re safety and evacuation
 - Ushers - responsible for audience comfort and safety
 - Caterers - food provision and clean up
 - Marketing and Publicity Personnel - distribution of information and, if necessary, team Hosts.
- Prepare a Budget. See BUDGET SAMPLE Organisers are advised to budget effectively as any profit or loss is the responsibility of TheatreFest Organising Committees. Consider grants and sponsorship to supplement ticket sales. In some cases of financial loss there may be provision to appeal to the National Council.

Budget

A Guide to Preparing a Budget

Preparing a good budget is a major step in planning for a financially successful TheatreFest.

There needs to be a financial controller who should work with the key people on the TheatreFest Organising Committee in monitoring and controlling performance against the budget. This may or may not be the local Treasurer.

The Social Organiser needs to know that they have a budgeted expenditure of \$X and is expected to generate income of \$Y.

Income

Sponsorship: Be realistic, amounts should not be entered until confirmed.
 Grants: Amounts should not be entered until confirmed.
 Social Functions: Be realistic with estimating numbers attending social functions.
 Programme Sales: Allow one programme per two people attending.
 Tickets Sales: The final budget item, as price of tickets is dependent on all other income and expenditure.

Expenditure

Theatre Hire: This is to include rooms for social functions etc. and staffing costs if necessary.
 Equipment Hire & Transport: Do lights, sound equipment, drapes etc. need to be hired?
 Publicity and Advertising: Sometimes requires a separate budget.
 Printing of Programmes.
 Adjudication Costs: Include fee, travel, accommodation, meals and incidental expenses e.g. photocopying if necessary.
 Social Function: Backstage tea/coffee, interval coffee, after TheatreFest supper etc.
 Other Expenses: Please specify.
 10% contingency to cover variation in costs between prepared budget and final costing.

Sample Budget

XXX TheatreFest			
Income			
Existing Funds			1,000.00
TheatreFest Entry Fees (based on five plays at \$25.00 per play)			125.00
Cast and Crew Door Sales (40 at \$10.00 pp)			400.00
Door Sales (\$15.00 per person per evening)			800.00
Funding Applications			700.00
			3,025.00
Less Expenses			
Venue Hire		900.00	
Adjudicator's Expenses:			
Accommodation and Travel Expenses***	Nil		
Fees (based on five plays at \$70.00 per play)	350.00		
Meals (2 days at \$50.00 per day)	100.00		
Minder's Travel Expenses	50.00		
		500.00	
Entertainment (to be provided while Adjudicator collates their results)		250.00	
Publicity		200.00	
Catering/Miscellaneous Groceries		250.00	
Photocopy/Printing Programmes & Certificates, Postage/Stationery		150.00	
		2,250.00	
Plus 10% Contingency		225.00	2,475.00
Excess Income Over Expenditure			\$550.00

*** As the Adjudicator lived locally there were no accommodation or travel expenses. The Minder transferred the Adjudicator to and from their home and the TheatreFest venue.

a ORGANISING COMMITTEE

Contact Information

Information to be emailed to the TheatreFest National Administrator as soon as all details are known:
theatrefest.nz@gmail.com

TheatreFest (name of TheatreFest)	
TheatreFest Organiser contact	
Telephone (home) / (mobile)	
Email Address	
Details of the TheatreFest	
venue	
dates	
Adjudicator	

Invitation to groups

All Local Theatre Groups and Schools, past teams, other groups

Please promote TheatreFest to all local theatre groups, societies and schools. Information should include the above and -

- The date of the TheatreFest; Ensure it is on the TNZ calendar (Email theatrefest.nz@gmail.com)
- The name of the Adjudicator and their biography
- A stage and lighting plan of venue
- If appropriate, a map of the town or city and accommodation details for teams travelling from out of town
- Booking details and how to purchase tickets
- Any publicity material available about TheatreFest
- Please enclose TheatreFest Entry link and the Conditions of Entry advising groups that the closing date for entries is First of July.
- Advise groups that the TheatreFest Conditions of Entry and Entry Form are also available on the Theatre New Zealand website and that entries may be submitted online at: www.theatrenewzealand.co.nz
- If you have not entered the TheatreFest in recent years, please seriously consider it this year. We believe you will find it a rewarding experience.
- Note dates for Regionals and Finals are on the website calendar www.theatrenewzealand.co.nz

Teams

Please complete the Entry Form online: Entries must be received on or before 1st Saturday in July. Late and/or incomplete entries cannot be accepted.

Teams are responsible for providing the following information in their entry form online

- your script.
- Completed Stage and Lighting Plan

- Programme information: name of play/presentation, Playwright's name, Director's name, brief outline of play/presentation, cast and crew list
- Technical support required for the rehearsal and performance.
- If your script is entered in the Olga E. Harding New NZ Playwriting Award, please ensure a copy is received by the TheatreFest National Administrator on or before 1ST July

Programme

- After all entries have been received from the TheatreFest National Administrator, a programme needs to be organised. Create a balanced and interesting programme and one that is manageable, by taking into account the type of presentation, length of presentation, size of cast etc. including the number of presentations per session.
- For teams new to the TheatreFest or unfamiliar with the venue, it may be helpful to arrange a time for the Directors to look over the venue and discuss aspects of their presentations with the Stage Manager (at a Directors' meeting), so that any problems that may arise during performance can be identified.

Once the programme is finalised, advise teams of their performance and technical rehearsal days and times and any further information they may need regarding the TheatreFest. This should include a copy of the venue's stage, lighting and sounds plans.

The following times are an indication only. Please allow for the following:

- Length of play
- Five minutes to strike the set
- Five-minute Public Adjudication
- Ten minutes for the private adjudication and setting of the set of the next production. (15 minutes is probably a more realistic time to allow).

Please note that the cast do not take a curtain call from the stage. The cast and crew are acknowledged as they enter the auditorium after they have removed their set from the stage.

Friday Evening Performances

Saturday Evening Performances
 9pm Entertainment / Collation of Results
 9.40 pm Presentation of Awards / Closing Ceremony
 10.00 pm Supper / Bar facilities open

Organisers

- The TheatreFest National Administrator will receive all Entry Forms (on-line) and will forward TheatreFest Organisers copies of these and all supporting documentation. The TheatreFest National Administrator will forward scripts to the appropriate TheatreFest Adjudicator
- Information Packs for teams selected to perform at a TheatreFest -organise an information folder to be forwarded to the Theatre Groups/Schools who have been selected to perform at your TheatreFest. This information should include:
 - Technical rehearsal and performance days and times
 - Stage, lighting and sound plans for your venue
 - Form, for the Director to complete, requesting details of their team's technical requirements for their rehearsal and performance
 - Accommodation brochures, a map of your town or city, visitor and shopping guides
 - Adjudicator's Biography
 - Ticket prices and booking information

Inform the Teams

- Welcome and thank you for entering the...
- This year's TheatreFest is being held at
- Your Adjudicator is We have enclosed a copy of ... biography for your information.
- Programme details
 - Friday (Date) commencing at 7pm
 - Saturday (Date) commencing at 7pm
- The following is the TheatreFest Technical Rehearsal schedule. Please arrive at ... 30 minutes before your scheduled rehearsal time for an orientation of the Theatre. You will be met, by your team host, in the main foyer of the Theatre.
- The Directors' Meeting will be held on ... A meeting for the Directors to meet the Stage Manager and other key personnel will be held This will provide you with the opportunity to view the backstage and lighting/sound areas and ask any questions you may have.
- enclosed the Theatre's lighting and stage plans for your information.
- All cast and crew members will receive a Participants Pass which will cost \$10.00 pp. This will entitle cast and crew to attend all performances on 10th and 11th August, including the final night supper. This is payable at the Directors' Meeting.
- Tickets cost
- list of awards
 - Certificates of Appearance
 - Merit Award Certificates (Adjudicator's choice)
 - Best Actor (Male or Female)
 - Best New Director
 - Best Director
 - Best Youth Production
 - Best Adult Production
 - Best Overall Production

b TOWARDS THEATREFEST

Publicity

- Information about the Adjudicator, the teams, the presentations and the programme.
- Organise radio interviews and use free radio community notice boards.
- Supply the Press with items of interest on a regular basis. Information can be sent to schools, drama groups, the local Information Centre.
- Seek local sponsorship and offer advertising space in the programme.
- Print programmes and tickets – include sponsors and supporters in acknowledgements.
- Arrange for results to be published.

Awards and Certificates

It is the responsibility of the National Council to forward the Adjudicator a list of awards/certificates to be presented at the Awards Ceremony.

The awards/certificates include:

- Certificate of Participation
- Adjudicators' Merit Awards (up to six awards for Memorable Moment, costumes, special effects etc.)
- Excellence in acting (2 or 3 awards to either male or female actors)
- Director or New Director Award
- Best Youth Production
- Best Adult Production
- Best Overall Production

It is the responsibility of the Organising Committee to arrange for the printing of the certificates and organising a Calligrapher to write in the winners' details.

Official Guests

- Organise who is to open and close the TheatreFest.
- Prepare background information on the TheatreFest for all official guests.
- Confirm place and time of arrival and any special duties to be fulfilled.
- Confirm the name of the person to meet guests on arrival.
- Official guests should receive complimentary programmes and supper tickets.
- Arrange transport if required.

Front of House

- Confirm start, interval and finish times with the Stage Manager.
- Arrange for box office, door person, ushers, programmes, refreshment servers.
- Collect floats for box office.
- Have tickets and programmes ready for all official guests.
- Deal with late comers as agreed with Stage Manager.
- Once the audience and Adjudicator are seated signal the Stage Manager.
- Check all cash takings and forward to the Treasurer.

Social Organiser:

- Appoint someone to take responsibility for social functions i.e. supper, after show party and organising pre-show and interval refreshments as required.
- Ensure teams and back stage personnel have tea, coffee etc.
- Have food available for teams when they first arrive at the venue, especially if they have been travelling from out of town.

c AT THE THEATREFEST

Meet and Greet

Ensure team minders/hosts have been organised to:

- Meet and greet teams when they first arrive at the venue
- To serve refreshments as required
- Provide night of performance passes and any other ticketing. These may be given out at the Directors' meeting.
- Give help and advice to teams as required

Ensure the Stage Manager is conversant with all Health and Safety Regulations and emergency and evacuation procedures and has informed all back stage personnel and each of the teams.

Ensure teams are conversant with the procedures of the running of the TheatreFest including setting up and striking, the adjudication process and Awards Ceremony.

Time Keeping

Time sheets are to be completed for each presentation by the Time Keeper and are to be handed into the TheatreFest Organiser at the end of each evening's presentations.

It is the responsibility of the TheatreFest Organiser to take whatever action is necessary if a team runs under or over time, not the Adjudicator.

If by running over time a team is disqualified, or a disqualification occurs for any other reason, the Adjudicator is to be notified by the TheatreFest Organiser before any decision on awards etc. is made.

TITLE of PRODUCTION	Setting Time (max 10 mins)	Performance Time (Max 50 mins)	Strike Time: (Max 5 minutes)

Notification of Results

Please list below the productions, recommended by your Adjudicator and accepted by your TheatreFest Organising Committee, to perform at a Regional TheatreFest.

Please email this information to the TheatreFest National Administrator, at theatrefest.nz@gmail.com the day following the conclusion of the TheatreFest.

<i>Team</i>	<i>Title</i>	<i>Group</i>	<i>Contact name</i>	<i>email</i>	<i>Phone</i>

Notification of those teams recommended to advance (to a Regional or Final) TheatreFest, needs to be emailed to the TheatreFest National Administrator the day following the conclusion of the TheatreFest.

Online Survey

The Online Surveys for TheatreFest should be responded to online as soon as possible after the TheatreFest.

ADJUDICATOR'S REPORT ON THE TheatreFest

REPORT ON THE ADJUDICATOR

REPORT ON THE ORGANISER

TEAM REPORTS on ADJUDICATOR and ORGANISER

4 ADJUDICATION

Arrangements Required Before the TheatreFest Begins

- Once you have a confirmed Adjudicator, they will receive a contract. If the Adjudicator is from out-of-town ensure that travel arrangements are appropriately made and that accommodation is arranged, preferably in a motel.
- If billeted, ensure it is a quiet household with a desk/table that the Adjudicator can use. Ensure meals are arranged and provided for and that tea/coffee making facilities are provided for at all times.
- Arrange for the Adjudicator to be met and taken to their accommodation and to and from the venue. This can either be by a member of the Organising Committee or the Adjudicator's Minder.
- Ensure the Adjudicator has a list of awards prior to the TheatreFest.
- Keep the Adjudicator advised of other happenings associated with the TheatreFest such as opening and closing ceremonies, meeting invited guests etc.
- Arrange for the Adjudicator to have a tour of the venue prior to the start of the TheatreFest and to meet with the TheatreFest personnel such as front of house staff and the stage crew.

Adjudicator's Minder

The choice of this person is of paramount importance. The Minder must have a good knowledge of theatre, must be capable of remaining calm and in control of every situation that may arise. They must stand apart from any team or individual connected with teams in the TheatreFest. The Minder is to assist and help the Adjudicator at all times.

An Adjudicator's Minder is to undertake the following:

- Look after the Adjudicator's papers when the Adjudicator is on stage or away from the table.
- Accompany the Adjudicator into the Green Room session, in particular to keep an eye on time, and extricate in the unlikely event of any confrontation.
- To assist the Adjudicator with tea, coffee etc. during the summing up of marks.
- To ensure the Adjudicator is not disturbed during this time.
- To keep an eye on the Adjudicator during social functions attended by groups in case any adverse situation may arise.
- To transport the Adjudicator to and from their accommodation to the venue or arrange for transport to be provided.

Adjudicator at the Venue

- A firm table to spread material out on (a board on the lap is inadequate).
- A comfortable chair or seat appropriate to the height of the table.
- An adjustable desk lamp with an on/off switch so as not to destroy the focus of any blackout.
- A blue lighting gel on the lamp to soften the glow and minimise glare for the Adjudicator, audience and cast.
- A clear view from at least two-thirds of the way down the theatre auditorium.
- A position that is neither in a draft nor near the auditorium entrance.
- Empty seats immediately behind the adjudicator.
- Drinking water and a glass.

At the conclusion of the TheatreFest the Adjudicator is to recommend to the Organising Committee those presentations and actors they have selected for awards and those presentations which are going forward to the Regional TheatreFest.

Reports –

ADJUDICATOR'S REPORT ON THE TheatreFest

The Adjudicator's Report on the National TheatreFest should be returned to the TheatreFest National Administrator as soon as possible after the National TheatreFest.

REPORT ON THE ADJUDICATOR

The Report on the Adjudicator should be returned to the TheatreFest National Administrator as soon as possible after the National TheatreFest.

5 LOCAL TheatreFest

Local TheatreFest Organiser's Check List

ADMINISTRATION

- ✓ A TheatreFest Organiser and Committee appointed
- ✓ The TheatreFest dates set and venue organised
- ✓ An Adjudicator appointed and Adjudicator's Minder organised
- ✓ The backstage team appointed including Stage Manager and Time Keeper
- ✓ The front of house personnel appointed
- ✓ All Entry Forms sent out with TheatreFest Rules and Conditions of Entry
- ✓ The programme organised with the order of performance. Please see Form E
- ✓ Advise Directors of TheatreFest Details. Please see Form F
- ✓ The TheatreFest opening and closing personnel organised
- ✓ All trophies are returned and engraved (if applicable)
- ✓ Certificates printed and a Calligrapher organised
- ✓ All publicity and advertising organised

TEAMS

- ✓ The TheatreFest Entry Forms, together with Conditions of Entry, are sent out
- ✓ The TheatreFest venue stage, lighting and sound plans are sent out
- ✓ Teams are advised of the technical rehearsal and performance days and times
- ✓ The Directors' meeting organised
- ✓ The dressing rooms organised

ADJUDICATOR

- ✓ The contract and, if applicable, ID 330 Form sent to the Adjudicator.
- ✓ Completed and signed contract and IR 330 is received from the Adjudicator.
- ✓ The list of awards sent to Adjudicator prior to TheatreFest
- ✓ All travel and accommodation arranged
- ✓ Any publicity, biography, photo material received
- ✓ The Minder organised
- ✓ A table, desk lamp, bell, pens, jug of water and glasses
- ✓ Any radio interviews organised
- ✓ The Green Room area organised
- ✓ Introducing to the Stage Manager and backstage personnel organised and inspection of venue
- ✓ All reports received and scripts returned
- ✓ The payment of fees and expenses completed

SOCIAL FUNCTIONS

- ✓ All helpers organised
- ✓ The catering arranged
- ✓ The pre-show music organised
- ✓ The bar facilities organised if appropriate
- ✓ The closing up arranged
- ✓ The cleaning of the venue after the event.

6 REGIONAL TheatreFest

PRELIMINARY

Venue

The Executive of Theatre New Zealand will call for expressions of interest to host the following Regional TheatreFests: (the dates will be predetermined and online on the calendar theatrenewzealand.co.nz)

- Upper North Island, Lower North Island
- Upper South Island, Lower South Island

Any Areas or Theatre Groups interested in hosting a Regional TheatreFest will need to confirm their venue is available on the dates set by Theatre New Zealand.

Please confirm in writing, to the TheatreFest National Administrator, that your venue is booked for both technical rehearsals and performances and that any additional rooms needed for social functions etc. are also booked.

Trophies and Certificates

Theatre New Zealand will arrange for the return of any trophies and organise the printing of all certificates. Please organise a Calligrapher to fill in the winners' details.

Regional TheatreFest Organiser's Check List

- ✓ Administration
- ✓ A Regional TheatreFest Organiser and Committee appointed
- ✓ An Adjudicator's Minder organised
- ✓ The backstage team appointed including Stage Manager and Time Keeper
- ✓ The front of house personnel appointed
- ✓ The Regional TheatreFest opening and closing personnel organised
- ✓ The programme organised and printed
- ✓ All publicity and advertising organised
- ✓ Calligrapher organised
- ✓ The TheatreFest National Administrator will provide a copy of the Entry Form and supporting documentation for all productions selected to perform at a Regional TheatreFest.

Teams

- ✓ Forward teams an information pack, including:
- ✓ Technical rehearsal and performance days and times.
- ✓ Stage, lighting and sound plans for your venue
- ✓ Form, for the Director to complete, requesting details of their team's technical requirements for their rehearsal and performance
- ✓ Accommodation brochures, a map of your town or city, visitor and shopping guides
- ✓ Adjudicator's Biography
- ✓ Ticket prices and booking information
- ✓ The dressing rooms organised

Adjudicator

- ✓ Accommodation and meals have been arranged
- ✓ Any publicity, biography, photo material received
- ✓ The Minder organised
- ✓ A table, desk lamp, bell, pens, jug of water and glasses
- ✓ Any radio interviews organised
- ✓ The Green Room area organised
- ✓ Introducing to the Stage Manager and backstage personnel organised and inspection of venue

- ✓ The list of awards is sent prior to the Regional TheatreFest. These will be supplied by the TheatreFest National Administrator.

7 NATIONAL TheatreFest Finals and Workshops

PRELIMINARY

Expressions of Interest

The Executive of Theatre New Zealand will call for expressions of interest to host the National TheatreFest OR alternatively decide that the National TheatreFest will be held in a central location e.g. Wellington.

Any areas or theatre groups interested in hosting a National TheatreFest will need to confirm their venue is available on the dates set by Theatre New Zealand.

Please confirm in writing, to the TheatreFest National Administrator, that your venue is booked for both technical rehearsals and performances and that any additional rooms needed for social functions etc. are also booked.

If you are hiring a Theatre, please ensure you have Public Liability Insurance cover.

Rooms are Required for the Following Meetings and Workshops

- Theatre New Zealand Executive Meeting to be held on Friday afternoon. Time to be confirmed with the Theatre New Zealand Secretary.
- Theatre New Zealand Annual General Meeting to be held on Saturday morning
- ANZDA Annual General Meeting to be held on Saturday afternoon
- Private room for Adjudicator to collate his/her results after final presentation on Saturday evening
- Workshops to be held on Saturday afternoon
- Display area for poster and programme competition entries

Organisers must regularly submit Income and Expenditure Accounts, to the TheatreFest National Administrator, during the months leading up to the National TheatreFest.

ARRANGEMENTS REQUIRED BEFORE THE NATIONAL THEATREFEST BEGINS

Theatre New Zealand is responsible for the following:

- Appointing the Adjudicator
- Organising and paying for the Adjudicator's travel expenses
- Organising the Adjudicator's contract
- Paying the Adjudicator's fees
- Providing the Adjudicator with a copy of each script
- Applying for and paying any Performance Rights and Royalties
- Forwarding list of awards to Adjudicator
- Organising the printing of the certificates to be awarded
- Arranging for all trophies to reach the National Organising Committee before the National TheatreFest commences
- Organising the performance times and days, ensuring there is a varied programme

National TheatreFest Organising Committee are responsible for the following:

- Organising and paying for motel accommodation for the Adjudicator. Accommodation and meal allowance costs are the responsibility of the National TheatreFest Organising Committee.
- Arranging for the Adjudicator to be taken to and from their accommodation and the National TheatreFest venue. This can either be by a member of the Organising Committee or the Adjudicator's Minder.
- Ensuring the Adjudicator has a list of awards prior to the National TheatreFest. This will be supplied by the TheatreFest National Administrator.
- Keeping the Adjudicator advised of other happenings associated with the National TheatreFest such as opening and closing ceremonies, meeting invited guests etc.

- Arranging for the Adjudicator to have a tour of the venue prior to the start of the National TheatreFest and to meet with the TheatreFest personnel such as front of house staff and the stage crew.

Information Packs for Teams selected to perform at a National TheatreFest

Please organise and send information folders to all Regional TheatreFest Organisers to give out to those Theatre Groups/Schools selected to perform at their Regional TheatreFests. These teams will be advised by the National TheatreFest Administrator.

The information should include:

- Stage, lighting and sound plans for your venue
- A form requesting the details of each teams' technical requirements for the rehearsal and performance
 - Accommodation brochures, a map of your town or city, visitor and shopping guides
 - Adjudicator's Biography
 - Ticket prices and booking information
 - Registration forms to cover lunch orders, workshop attendance and theatre tickets.

NB The TheatreFest National Administrator will advise teams of their performance days and times and forward this information to the National TheatreFest Organisers. The National TheatreFest Organiser must then immediately advise teams of their technical rehearsal day and time.

The National TheatreFest Administrator is responsible for supplying the National TheatreFest Organising Committee with the following information:

- Typed written information for the programme
- Stage and lighting plans of teams selected to perform
- Technical support required during rehearsal and performance
- Confirmation that an APRA Music Licence has been applied for
- Written permission of all cuts and/or adaptations confirmed
- Webpage information confirmed

Workshops

Organising Committee to organise:

- Facilitators to host theatre based workshops, which will be held on Saturday afternoon.
- Workshops can include but are not restricted to acting, directing, script writing, technical.
- Length of workshop can be up to three hours or facilitator may give two 1.5 hour repeat workshops.
- Number of workshops is at the discretion of the Organising Committee.
- Workshops should be self-funding
- Registration Form to be forwarded to Theatre New Zealand Secretary for distribution to affiliated members in Backchat.

Poster and Programme Competitions

Organising Committee to organise:

- Entry forms to be forwarded to Theatre New Zealand Secretary for distribution to affiliated members
- Adjudicator for poster and programme competitions
- Display area for all posters and programmes entered
- Winners' and Merit Award certificates. Winners to be announced at the Theatre New Zealand Annual General Meeting.

Publicity

- Information about the Adjudicator, the teams, the presentations and the programme.
- Organise radio interviews and use free radio community notice boards.
- Supply the Press with items of interest on a regular basis. Information can be sent to schools, drama groups, the local Information Centre.
- Seek local sponsorship and offer advertising space in the programme.

- Print programmes and tickets – include sponsors and supporters in acknowledgements.

Final Night Award's Ceremony Trophies and Certificates

Theatre New Zealand will arrange for the return of all trophies and organise the printing of all certificates.

The Organising Committee is responsible for organising a Calligrapher to complete the certificates with the winners' details.

AT THE NATIONAL TheatreFest

Ensure team minders/hosts have been organised to:

- Meet and greet teams when they first arrive at the venue
- To serve refreshments as required
- Provide night of performance passes and any other ticketing
- Give help and advice to teams as required

Ensure the Stage Manager is conversant with all Health and Safety Regulations and emergency and evacuation procedures and has informed all back stage personnel and each of the teams.

Ensure teams are conversant with the procedures of the running of the National TheatreFest including setting up and striking, the adjudication process and Awards Ceremony.

National TheatreFest Organiser's Check List

Administration

- A National TheatreFest Organiser and Committee appointed
- An Adjudicator's Minder organised
- The backstage team appointed including Stage Manager and Time Keeper
- The Front of House personnel appointed
- Calligrapher organised
- The National TheatreFest opening and closing personnel organised
- Forward teams, performing at the Regional TheatreFests, an information pack including:
 - Stage, lighting and sound plans for your venue
 - A form requesting the details of each teams' technical requirements for the rehearsal and performance
 - Accommodation brochures, a map of your town or city, visitor and shopping guides
 - Adjudicator's Biography
 - Ticket prices and booking information
 - Registration forms to cover lunch orders, workshop attendance and theatre tickets.
- Once the National TheatreFest programme has been organised by Theatre New Zealand, immediately advise teams of their Technical rehearsal day and time.
- All publicity and advertising organised
- The dressing rooms organised
- Meeting Rooms organised
- Workshop Facilitators and Registration Form organised
- Workshop space/rooms organised
- Poster and Programme Competitions organised
- Forward Theatre New Zealand Secretary Workshop Registration Form
- Forward Theatre New Zealand Secretary Poster and Programme Competition Entry Forms
- Forward Theatre New Zealand Secretary the Life Member complimentary tickets
- Confirm with Theatre New Zealand Secretary that the Performance Rights and Royalties have been obtained and payment confirmed (if applicable)
 - The following information has been received from the TheatreFest National Administrator
 - Typed written information for the programme
 - Stage and lighting plans of teams selected to perform
 - Technical support required for rehearsal and performance
 - Confirmation that an APRA Music Licence has been applied for
 - Written permission of all cuts and/or adaptations confirmed
 - Webpage information confirmed

Adjudicator

- Accommodation and meals have been arranged
- Any publicity, biography, photo material received
- The Minder organised
- A table, desk lamp, bell, pens, jug of water and glasses
- Any radio interviews organised
- A private room organised for the collation of results
- Introducing to the Stage Manager and backstage personnel organised and inspection of venue

Social Functions

- All helpers organised
- The catering arranged, The bar facilities organised if appropriate
- The pre-show music organised, The closing up arranged and the cleaning of the venue after the event.