

# VANCOUVER ISLAND ONE-ACT PLAY FESTIVAL RULES

1. Official entry forms must be returned to the Vancouver Island One-Act Play Festival not later than September 30, 2011. A copy of the script must accompany the Official Entry Form. Vancouver Island One-Act Play Festival reserves the right to refuse any entries considered unsuitable for the Festival.
2. If submissions exceed the available slots the Committee, by the process of using a fair and equitable system, will determine the successful applicants.
3. Under no circumstance shall any participant be paid.
4. Participants must obtain the necessary permission from publishers or playwrights. Proof of payment of royalties is required prior to the Festival.
5. The play must be a full one-act presentation or the whole act of a full length play and must not exceed 60 minutes performance time (including any short intervals or blackouts). A maximum period of 10 minutes will be allowed for the setting of the stage and 5 minutes for striking the set.
6. Special units essential to the play must be provided by the participant. Stage props should be kept to a minimum and no box sets are allowed. All plays must be performed to curtains only.
7. Participants shall provide their sound effects, special effects and lighting plots by Orientation Day. Please include any proposed use of pyro, fireworks, any open flame, smoking, firearms, weapons or any other special effects. Participants shall provide their own operators, ECHO Players will provide a lighting and sound technician during the Festival.
8. Each participant shall provide a Stage Manager, who must attend an orientation meeting with the Festival Stage Manager, by appointment.
9. Each participant shall designate a person as 'Communication Liaison' who will be solely responsible for communication between the Vancouver Island One-Act Play Festival and the participant.

10. Smoking is forbidden in any part of the Village Theatre.
11. Participants shall arrange their own transportation and any storage before and after the Festival.
12. Standard public liability insurance will be in place for the duration of the Festival. Any additional insurance coverage considered necessary by participating groups will be their own responsibility.
13. The Vancouver Island One-Act Play Festival will not accept responsibility or liability for loss or damage of or to personal belongings or props. All property must be removed the evening of the performance.

## **Vancouver Island One-Act Play Festival Performance Day Protocol**

1. For the participant performing Second Group (Group B), load-in and tech. will be from 3:00 to 4:00 pm on performance day. Group A (performing first) will load in and tech from 4:00 pm to 5:00 pm on performance day.
2. The auditorium will be closed from 5:00 pm to 6:00 pm for dinner break and re-opened at 6.00 pm.
3. Participants are expected to use the stage door at the rear of the theatre. Please do not return through the lobby.
4. Group B must return by 7.00 pm and remain backstage in the Actor's Lounge until their set-up at intermission.
5. Upon completion of the evening's performance, a juror will address the audience for 5 minutes while the set is struck, followed by a private critique for both groups not to exceed 45 minutes.