

Greater Manchester Drama Federation One Act Play Festival Rules

GMDF is an AMATEUR organisation. It exists to aid and encourage high standards within the amateur theatre movement.

GMDF One Act Play Festival considers its members' productions on an amateur basis only. Any productions involving professional input* simply cannot be considered for entry into this Festival. It is imperative that this integrity is maintained in order that we may retain fairness.

Should it come to the attention of GMDF during the Festival that professional involvement has occurred or it is the intention that it will occur the play will immediately be withdrawn. If the play is on stage at the time GMDF becomes aware of professional involvement the play will be brought to an immediate close.

*Professional input is from those individuals who make their living as an actor / actresses / director or state their profession as an actor / actress / director.

1. The Festival will be competitive. It is an open Festival but entry fees for non-members of Greater Manchester Drama Federation will vary from existing members' fees. Please see rule number 13.
2. No member of the team shall be paid.
3. JUNIOR Section 'A' Up to and including 14 years of age.
YOUTH Section 'B' 15– 18 years of age inclusive.
ADULT Section 'C'
ORIGINAL Section 'D' An original play is defined as a play which has not been published and has not had more than three prior performances.

No person over the age of 14 years at the time of the performance shall be permitted to act in the Junior Section and no person over 18 years in the Youth Section.

4. Competing societies must obtain the necessary licence to perform prior to the Festival and the licence must be produced before to the performance (not applicable to Original Play Section). The Licence must be provided at the Stage manager's meeting. **No performance will be allowed without a licence.**
5. Plays entered in the Festival must have a minimum cast of two inter-acting speaking parts and must exceed 15 minutes but not exceed 50 minutes performance (including any short intervals or blackouts to denote the passage of time). A period of 10 minutes will be allowed for the setting of the stage and 5 minutes for striking the set.

Timing will be rigidly enforced and the following penalties will be imposed for any performance under or over-run and/or setting or striking over-run:-

- 2 marks for one minute.
- 3 marks per minute for between two and five minutes.
- 5 marks per minute for over five minutes.

6. The plays will be presented in a "black box" set. Any special unit essential to a play must be provided by the competing society, by arrangement with and with the approval of the Festival Stage Director.

7. Performers will not be allowed on stage with a script, the cast is expected to be adequately rehearsed. The Federation will disallow a performance to begin if this rule is not observed. In the case of an extreme, last minute emergency (eg a cast member has had to drop out because of illness) being on stage with a script will be permitted but only by prior arrangement with the Festival Secretary.

8. Smoking on the stage is strictly forbidden (except as part of the play) as are lit candles.

9. If it becomes apparent during performance that a play does not meet the required Festival rules (in particular rules 7 and 8) the Federation reserves the right to bring the production to a close.

10. Each competing society will provide a stage manager who will co-operate with the Festival Stage Director. Each society must arrange their own portage before and after the Festival by arrangement with the Festival and Theatre stage directors.

11. A meeting for Societies' Stage Managers to meet the Festival and Theatre Stage Directors will be held at the theatre prior to the Festival (date will be notified in good time). Attendance is essential to ensure that staging requirements are known and agreed in advance of the Festival.

12. Competing societies shall provide their own sound effects and lighting-plot details must be available at the Stage Managers' Meeting. Any technical matters must be addressed at this meeting as they will not be permitted immediately prior to performance.

13. Official entry forms must be returned to the FESTIVAL SECRETARY as soon as possible and not later than the date shown on the form.

14. A copy of the play entered MUST accompany the official entry forms (this includes entries into the original play section, we understand if it is still in working draft form but a copy nonetheless must be provided). Excerpts from full-length plays will not be accepted. The Federation reserves the right to refuse any entries considered unsuitable for the Festival.

Photocopied scripts will only be accepted when accompanied by a letter of authority from the publisher, agent or author.

15. GMDF member societies will pay an entrance fee of £35 for adult productions and £25 for youth and junior entries. A £15 fee is also payable if a written adjudication is required. Non GMDF member societies will pay an entrance fee of £45 for adult productions and £30 for youth and junior entries. A £15 fee is also payable if a written adjudication is required. All fees are to be remitted to the Festival Secretary with the return of the official entry forms. In return the entering Society will receive 6 tickets per entry for their respective playing night.

16. Competing societies should be represented on the final night. If a winning Society is not represented the award will be withdrawn.

17. Societies may enter more than one production in each section.

18. No video or flash photography is allowed whilst the production is taking place unless written permission has been granted by the author of the works being presented.

19. Each society will be responsible for ensuring they bring with them a "fire list" with the names of all official personnel who are connected with the production. Under no circumstances must audience members be allowed in the backstage area.

20. On Performance Night – The hosting theatre is open from 6pm, on arrival your props will be placed in an area designated by GMDF, the cast will then be allocated a dressing room. At no time, outside of your society's allocated time slot, are cast members allowed on stage or in the stage area.

21. If the content of the play you are performing is not suitable for under18s (ie the play contains strong language and adult themes which may offend) you must declare this to the festival secretary at the point of application. This is purely to avoid children being subjected to material of an unsuitable nature. This information will help us to inform the public audience and competing youth section societies before the play commences, allowing them to choose whether or not to allow a child in their care to watch the performance. If your play does fall into this category it will be indicated as such in the programme with the following note, *"This play contains strong language and adult themes which may offend"*

Please Note: *If you are entering a play in sections A and B (junior and youth) you must provide a list of children's names, their parents' names, a contact number for emergency contact and a date of birth. This is a requirement of the local authority as part of the licensing act covering children in performances. Failure to provide this information may result in your play being withdrawn from the festival. Also, any medical conditions that a child may have that could require emergency assistance (eg, epilepsy, diabetes) must be conveyed to the festival secretary, in the strictest of confidence, as a matter of course. All groups of performers under 18yrs must be accompanied by an adequate number of responsible adults in the dressing rooms whilst waiting to go on stage. This also applies to any persons under the age of 18yrs if they are required to operate lights and sound from the hosting society's technical area. Said responsible adults must be DBS checked. The current guidelines allow for one responsible adult per twelve minors. Current safe-guarding guidelines are [here](#). (link) Should any incident arise where someone's DBS check may be called into question the Federation reserves the right to see proof of the DBS check.*

ANY BREACH OF THE RULES MAY DISQUALIFY THE SOCIETY CONCERNED