

## ***SOUTHERN COUNTIES DRAMA FESTIVAL 2010***

### ***PERFORMANCE DETAILS***

Please complete and send off to ensure receipt by the festival office by Monday 18th January 2010

Please write in legible print or type details on a separate sheet to assist the festival committee in ensuring spelling mistakes are eradicated from the programme.

Name of Society \_\_\_\_\_

Title of Play \_\_\_\_\_ Name of Playwright \_\_\_\_\_

Name and email of Producer or Director \_\_\_\_\_

Name and email of Stage Manager \_\_\_\_\_

Names and details of cast. (Please continue on a separate sheet where necessary):

Cast name:	Played by
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Please also list the names of your technicians and crew together with any other details that you would like the programme to contain about your production - (please continue on a separate sheet where necessary)

Please also submit where possible:

1. A synopsis of the play, to be included in the programme. This should not exceed 200 words.
2. A photograph of the play in rehearsal or in production to be used by the Southern Counties Drama Festival to publicise the Festival. Where any person under the age of eighteen is in the photo, written permission from a parent or guardian must accompany the photo.
3. Information about the your society's forthcoming production
  - A) Title of the play
  - B) Venue
  - C) Dates
  - D) Box office details

Signed on behalf of society or group \_\_\_\_\_

**IF YOU HAVE ANY QUERY, HOWEVER SMALL please ring Carolyn Rowley or Bruce Reed  
01959 561811 or 07802 302025 or email [sc.df@btinternet.com](mailto:sc.df@btinternet.com)**

## ***SOUTHERN COUNTIES DRAMA FESTIVAL 2010***

### ***STAGING DETAILS***

Please complete and send off to ensure receipt by the Festival office by Monday 18th January 2010

Name of Society \_\_\_\_\_

Title of Play \_\_\_\_\_

Number in Cast \_\_\_\_\_ Estimated playing time \_\_\_\_\_

Name, email and Tel. No. of Stage Manager \_\_\_\_\_

Name, email and Tel. No. of Producer or Director \_\_\_\_\_

Name, email and Tel. No. of Lighting Technician \_\_\_\_\_

Name, email and Tel. No. of Sound Technician \_\_\_\_\_

Name, email and Tel No. of Society Representative \_\_\_\_\_

***\*\* if there is insufficient room for this information please continue on a separate sheet***

### ***SCENERY, FURNITURE AND PROPERTY LIST***

1. **Details of scenery** **Approximate Dimensions**

2. **Details of Furniture/Properties**

3. **Special Requirements (Guy ropes etc)**

4. **Stage Effects**

We do\*/do not intend to use firearms, swords, daggers, explosives, lighters, matches, smoke boxes or other special effects in our production. \*If you do intend to use any of the above please give brief details here:-

\* The use of any firearms, swords, daggers and pyrotechnics is subject to the Stage Director's discretion; sometimes formal Local Authority approval is required and this must be obtained by the entrant

5. **Fireproofing**

We confirm that all scenery and furniture has been fireproofed. We accept that the Stage Director has absolute right to test and reject any item.

Stage Manager \_\_\_\_\_

Producer/Director \_\_\_\_\_

**IF YOU HAVE ANY QUERY, HOWEVER SMALL please ring Bruce Reed 01959 561811 or 07802 302025 or email [bruce.reed@btinternet.com](mailto:bruce.reed@btinternet.com)**

## ***SOUTHERN COUNTIES DRAMA FESTIVAL 2010***

### ***LIGHTING DETAILS***

Please complete and send off to ensure receipt by the Festival office by Monday 18th January 2010

1. Name of Society \_\_\_\_\_
2. Title of Play \_\_\_\_\_
3. Estimated playing time \_\_\_\_\_
4. Name, email & Tel. No. of Society's Lighting Technician \_\_\_\_\_  
\_\_\_\_\_
5. Brief description of the basic lighting required \_\_\_\_\_  
\_\_\_\_\_
6. Brief description of any special lighting effects required \_\_\_\_\_  
\_\_\_\_\_
7. Brief description of equipment being brought with you to help in achieving effects required in 5 & 6  
\_\_\_\_\_  
\_\_\_\_\_
9. Brief detail of cue and type of cue, ie. snap, fade etc.  
Cue No. \_\_\_\_\_  
Cue No. \_\_\_\_\_  
Cue No. \_\_\_\_\_  
Cue No. \_\_\_\_\_  
Cue No. \_\_\_\_\_

If necessary please continue overleaf or on a separate sheet

- Please relate descriptions to the enclosed ground plan.
- Please bring a marked up copy of the script to your technical rehearsal.

**IF YOU HAVE ANY QUERY, HOWEVER SMALL please ring CAROLYN ROWLEY  
01883 744810 or 07802 302025 or email [lights@barntheatreoxted.co.uk](mailto:lights@barntheatreoxted.co.uk)**

## SOUTHERN COUNTIES DRAMA FESTIVAL 2010

### AUDIO DETAILS

Please complete and send off to ensure receipt by the Festival office by Monday 18th January 2010

1. Name of Society \_\_\_\_\_
2. Title of Play \_\_\_\_\_
3. Estimated playing time \_\_\_\_\_
4. Name, email & Tel. No. of Society's Sound Technician \_\_\_\_\_  
\_\_\_\_\_

**\*Your Sound Technician MUST attend the technical rehearsal and be available to operate the sound cues at your performance.**

- |  | YES                      | NO                       | Number                   |
|--|--------------------------|--------------------------|--------------------------|
| 5. Will you require the use of the Theatre's sound equipment?<br>If yes, which equipment will you require:-<br>Microphones (specify quantity and preferred type) | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| • number   |                          |                          | <input type="checkbox"/> |
| • type _____   |                          |                          |                          |
| Mini-disc and or CD playback facility  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| Loudspeakers on stage (quantity and position related to ground plan)   |                          |                          |                          |
| • quantity   |                          |                          | <input type="checkbox"/> |
- If you are bringing your own repro equipment to feed into the Theatre's sound system please give brief details here:-

\*Power for your equipment will be available via a 13 amp, 3 flat pin distribution board.

**IF YOU HAVE ANY QUERY, HOWEVER SMALL please ring MIKE SUTTON 07971 401807 or 01883 722088 or email [mike@planshop.co.uk](mailto:mike@planshop.co.uk)**